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ABSTRACT

Lehigh Valley (Pennsylvania) business, education, and service representatives offered residents of a two-county work force a chance to take the General Educational Development (GED) test for free and improve basic skills. Lehigh Valley census data indicated that one-third of the 650,000 population lacked a high school diploma, yet fewer than 500 were tested annually. Between November 10-17, 1990, 174 adults aged 17-67 were sponsored by 16 companies within 3 Chambers of Commerce in an initial one-time, free testing event. A total of 124 eventually graduated. A GED brochure was developed in conjunction with this project. The project's goals were met: to test a large number of individuals at no cost and to increase public awareness of the test and instructional programs. (Seven appendices, the bulk of the document, correspond to sections in the report: GED committee; company involvement; publicity materials; rotary proposal; practice testing; screening, registration, testing; and recognition ceremony. In addition, two other sections are included in the report: results and final thoughts; and financing.) (NLA)

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GED DAYS
in the Lehigh Valley

a project of the
Bethlehem Area Chamber of Commerce

Bethlehem, Pennsylvania
June 1991

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EXECUTIVE SUMMARY

The Lehigh Valley in Pennsylvania united to offer area residents a chance to take the GED test for free. During the week of November 10-17, 1990, 174 men and women, ranging in age from 17 to 67, were sponsored by members of three area Chambers of Commerce in this one-time special event.

The project grew out of a Pennsylvania Department of Education grant awarded to the Bethlehem Chamber of Commerce to improve the basic skills of a two-county workforce. Under the leadership of the Chamber's Literacy Coordinator, a valley-wide committee of business, education and service representatives planned for eight months. They enlisted the help of the Allentown, Bethlehem and Easton Chambers of Commerce to successfully complete the Tri-Chamber Corporate-Sponsored Free GED Testing Project. This was the first free GED testing to be done in Pennsylvania.

The Lehigh Valley in east-central Pennsylvania, with a population of approximately 650,000, is made up of the three major cities of Allentown, Bethlehem and Easton as well as smaller municipalities and rural areas. It is the home of such corporations as Bethlehem Steel, Mack Trucks, Alpo Pet Foods, Air Products & Chemicals, Union Pacific Corporation. Although it has this strong manufacturing base, the service industry is rapidly growing. The most recent census figures indicated about one-third of the valley population did not complete a high school education.

It took both financial and human resources to conduct a project on this massive a scale. Sixteen companies and organizations contributed nearly $3000 to fund the testing of 174 candidates. The Pennsylvania Department of Education loaned test booklets and GED Testing Service supplied answer sheets and scoring. Following a large press conference, several newspapers featured articles and one, The Morning Call, periodically ran a quarter page ad with a response tear-off as a community service. Promotional flyers were distributed to thousands through employers, the local Private Industry Council and three Job Services offices.

Five testing centers and their staff spent two months responding to inquiries, registering and finally conducting testing. Nine instructional programs swelled to bursting with candidates desiring to improve basic skills. Area bookstores and libraries were bombarded with requests for GED preparation books. Six agencies volunteered staff and space to conduct seven practice test sessions. The three area Chamber staffs answered phones, provided information and

pre-screened potential applicants.

Developed in conjunction with the project was a GED brochure containing information about the test, local centers and instructional programs. Eleven Rotary Clubs, interested in promoting literacy, supported the printing of 200,000 brochures which would outlive the project.

As a culminating event, the project honored 124 graduates (71.3% pass rate) at a special recognition ceremony on January 24, 1991. More than 400 graduates, families and friends, local officials, providers and sponsors received congratulations from the keynote speaker, Pennsylvania's First Lady Ellen Casey. Scholarships were awarded to high scorers by Moravian College and Northampton Community College.

The entire project enjoyed an unprecedented level of support and cooperation. Its original goals - 1) to test a large number of individuals at no cost and 2) to increase public awareness of the availability of the test and instructional programs - were met.

INTRODUCTION

"New technology. Participative management. Sophisticated statistical quality controls. Customer service. Just-in-time production. The workplace is changing and so are the skills that employees must have in order to change with it." So begins the first part of a recent study conducted cooperatively by the U.S. Department of Education and The American Society for Training and Development, "Workplace Basics: The Skills Employers Want."

At a national level we know that by the year 2000 a majority of new jobs will require some postsecondary education. Unfortunately, the workforce is moving in the opposite direction. Seventy-five percent of the next century's workers are currently adults. Of these, an estimated one-fifth read at or below an eighth grade level. The net effect is a mismatch between rising requirements and the capabilities of the workforce.

A concern for the skills of the workforce led the Bethlehem Area Chamber of Commerce to apply for and receive Pennsylvania Department of Education funding under the federal Adult Basic Education Act (a project Abstract is included in Appendix A). The project envisioned the Chamber networking with businesses and instructional programs rather than providing direct instructional services. Its goals were to increase awareness of needs among member businesses and encourage them to initiate programs for improving employee skills. Under the grant, a Literacy Coordinator was hired specifically to carry out project activities. As relationships were established in the business world and company needs identified, the GED proved to be one recurrent topic of discussion.

In the Lehigh Valley of Eastern Pennsylvania, census data indicated one-third of the 650,000 population lacked a high school diploma, yet fewer than five hundred were annually tested. It seemed that local information about the GED was non-existent. Both company personnel and the general public did not know where or how to access the test or prepare for it. Thus the idea for a large scale, company-underwritten free GED test blossomed.

The remainder of this report will retrace the sequence of project activities in order to provide a working perspective for the potential adopter/adapter.

THE GED COMMITTEE

The first organizational meeting was called to order on January 22, 1990 by the Bethlehem Chamber's Literacy Coordinator and Acting Chairperson. Committee membership included representatives from the five area GED testing centers, three school districts, a vocational-technical center, a community college, a city public library, the Office of Employment Security, a regional daily newspaper, four local employers and the Private Industry Council. Meetings were subsequently held monthly for eight months.

After hearing background information, the committee addressed itself to the issues surrounding the concept of a large scale free test (See Appendix A for list of issues). After service providers assured the group there was a need to offer free testing, the committee began to plan the project.

Much initial discussion involved the mechanics of setting up and conducting testing. Since the Pennsylvania Department of Education had already agreed to loan test booklets, no extra materials needed to be purchased. Testing should be located at current testing sites only, since they were experienced in the process. Although volunteers were offered to help in proctoring testing, the centers preferred not to deviate from current procedures using their own personnel. Testing would be scheduled for late fall of 1990, thereby providing a reasonable length of time to resolve issues, plan, publicize to the community and market to companies. Consideration was given to holding all testing on one day or spread over a week at the various sites.

Considerable concern was expressed for the costs involved and methods for funding the event, as well as managing the system of funding. Suggestions included 1) companies sponsoring a given number of persons at $25 each; or 2) companies donating a flat sum to a testing fund.

The next several meetings mirrored the first. Since new members continued to join the committee, a review of the issues was necessary. Additional points of view raised further concerns. Many did not wish to make a commitment without knowing all the solutions to potential problems. The concept of committing to the project and working through problems as they arose seemed impossible. By the end of the third meeting, it seemed questionable whether there would be a Lehigh Valley project, a single county project or a project at all. Progress was temporarily halted.

Major concerns centered on adequate corporate support to fund the project and the lack of instructional space available for

the large number of individuals expected to respond. As a result of the Corporate Feasibility Study conducted by the Literacy Coordinator (see Appendix B), all eleven companies interviewed indicated they would support the project. Funding was, therefore, assured for 100 candidates and two additional classes. These findings dispelled the committee's doubts and it was able to forge ahead with planning. The week of November 10-17 was selected for testing, with alternating days of testing among the centers. Two all-day Saturday sessions and three sets of weekday sessions would provide maximum availability to test-takers

The committee separated into three subgroups - registration and testing, publicity and educational opportunities - to more efficiently accomplish the tasks ahead. In subsequent months, the committee met monthly, first dividing into subgroups and then reporting back to the large group.

CORPORATE FUNDING

The initial Corporate Feasibility Study had assured eleven companies and one foundation would supply funding for 100 participants. The project envisioned a possible 500 candidates. More dollars would be needed.

First the Chambers' membership lists were reviewed. Approximately fifty companies were selected for one of several reasons:

- *they had previously shown interest in or participated in literacy events/activities
- *they represented a business area in which need was well documented
- *management was supportive of training and education benefits for its employees
- *management was positive toward philanthropic and/or community enhancement programs

A second method for identifying possible contributors came from test registrants themselves. During the screening process, candidates were asked their employment status, employer's name and permission to contact the employer. This helped to target additional companies, which were then solicited for support for employees' testing fees. Confidentiality of names was kept unless it was of no concern to the employee. In general, companies responded favorably to all requests. Only a few declined to participate on behalf of their employees.

At the conclusion of the project, sixteen organizations had contributed $3000 for testing fees. Many required a letter of request outlining the program (Appendix B). Some preferred their funds to be directed toward specific populations: employees only, unemployed, Latino, or "well motivated." In several cases the Chamber's 501 C.3 (non-profit, tax-exempt) status was a requirement for donating funds.

Later in the course of the project, testing centers reconsidered their costs and opted to charge only for the cost of personnel to administer the test. This significantly reduced per person costs, thereby enabling a larger number of individuals to be tested.

Companies were given recognition for their contributions in issues of the Chamber newsletter. In addition, the "Certificates of Eligibility" (Appendix B) or vouchers issued to candidates stipulated the company which had contributed to make their test possible.

ORGANIZATIONAL INVOLVEMENT

The success of this project can largely be attributed to the networking with a multitude of organizations, both non-profit and for-profit. Of vital importance is inclusion of these representatives in the planning stages, such as the GED Committee.

Sixteen companies and one foundation contributed funding for testing and publicized the project. They included the **Adams Foundation, Allentown-Lehigh Valley Hospital Center, AT&T, Bethlehem Hearing Aid Center, Binney & Smith, Burron Medical, Cook Composites & Polymers, Chadwick Telephone, Crowder Jr., The Greif Companies, Lehigh Valley Child Care, Lehigh Valley Bank, Meridian Bank, Oats II, Spillman Farmer Architects, Stanley Vidmar.** Employee rosters for these companies ranged from fewer than ten to more than a thousand.

Sixteen agencies publicized the project and/or contributed specific services. **Private Industry Council** distributed flyers and brochures at their annual Job Fair, conducted two practice test sessions and informed regular clients during classes and counseling sessions.

Pennsylvania Job Service issued an invitational letter and flyer to its 2000 member employer advisory board. Staff and space were supplied for practice testing and clients received brochures as they were counseled.

The **Office of Employment Security** in each of the three cities of Allentown, Bethlehem and Easton was visited and subsequently posted flyers and distributed brochures to clients.

The **YWCA of Allentown** posted flyers and provided space for two practice test sessions. Staff and board members contributed time to register participants, as well as conduct and score tests.

The **Pennsylvania Department of Education** provided support throughout the project. The state's GED Administrator, Ken Wallick, offered many useful suggestions; maintained liaison with GED Testing Service; authorized a project-wide chief examiner; supplied sufficient test booklets to augment local inventories; and provided diplomas for the graduation ceremony. The Division Chief, Dr. John Christopher, and the **Commonwealth of Pennsylvania**'s First Lady Ellen Casey honored graduates, relatives and friends at the culminating Recognition Ceremony.

The **American Council on Education, GED Testing Service** supplied scoring and reporting services for the project as an

supplied scoring and reporting services for the project as an experimental pilot and devoted extensive newsletter coverage in its April 1991 edition.

Three Chambers of Commerce served as centers of information. **Allentown-Lehigh County Chamber** and **Two Rivers Area Chamber** responded to telephone inquiries and disseminated information. The **Bethlehem Area Chamber of Commerce** initiated the project, provided central coordination for activities and screened all candidates for testing.

Four local school districts, **Allentown, Bethlehem, Catasauqua and Easton**, as well as **Lehigh County Vocational Technical School**, devoted staff and space from their high schools for GED inquiries, registration, testing and reporting. Costs were incurred only for the time individuals used during testing itself.

Three institutions of higher education participated in several ways. **Lehigh County** and **Northampton Community Colleges** conducted their regular intake and instruction, publicized information and donated staff and space for practice testing. **Northampton Community College** offered a one-course scholarship to the second highest scorer. **Moravian College** offered a one-course scholarship to the highest scoring student and hosted the Recognition Ceremony in its lovely Foy Hall.

Finally, eleven **Rotary Clubs**, as previously mentioned, donated $5000 to cover the cost of printing 200,000 GED brochures. The President of the **Coplay Rotary Club** and the Education Chairperson of the **Bethlehem Rotary Club** were instrumental in visiting each of the clubs in the Lehigh Valley and soliciting their support.

PUBLICITY

Since there was virtually no budget for funding publicity efforts, the project relied heavily upon cooperation from various agencies. A flyer, brochure and newspaper ad, described more fully below, proved to be the workhorses of the publicity campaign. Copies of all publicity materials are included in Appendix C.

Early in the planning stages of the project, the Literacy Coordinator was invited to speak to the Coplay Rotary Club, to acquaint members with area literacy programs. They desired to make a contribution, but preferred to benefit all rather than a single organization. When apprised of the lack of GED information locally, the President was enthusiastic about the possibilities for a brochure. He further desired to involve all Rotary Clubs in the region by pooling their resources.

Using a proposal prepared by the Literacy Coordinator (Appendix D), two Rotarians personally visited each of thirteen Rotary Clubs in the Lehigh Valley to solicit their participation. Ultimately, eleven Rotary Clubs contributed $5000 for the brochure. Copy for the brochure was supplied by the Chamber of Commerce, while design work was donated by a Rotarian printer. Half of the 200,000 copies printed were distributed to providers, Private Industry Council, the Pennsylvania Job Service, welfare offices, Chambers of Commerce and companies for their clients and employees. Brochures were also sent to GED candidates following their telephone inquiries. The remaining brochures, intended to outlive the project, continue to be distributed, with major efforts devoted to reaching company human resource and training specialists. A sample brochure and advertising flyer are included in Appendix D.

To kick off the campaign, a press conference was held by the Chamber of Commerce, with commentaries by various officials. Newspapers, television and radio stations were invited to attend and provided with a press release. Resulting news coverage was excellent and included mention by all members of the press in attendance, including newspaper, radio and television.

This first announcement was scheduled for early September for two reasons. First, the three month interval before the actual testing would give nearly-ready candidates adequate time to prepare for the test. It also coincided with fall registration for classes. Second, adults with families would be receptive; once their children were back in school they could begin to think about their own education.

The press conference actually was the second event in the publicity campaign. Early in the summer, Private Industry Council held its annual Job Fair at which representatives from companies valley-wide were available to talk with job-seekers. The Morning Call newspaper both designed and printed 5000 flyers, half of which were earmarked for distribution at the Job Fair. Flyers were later printed in Spanish.

Flyers were also disseminated through instructional programs and agencies. Three offices of the Pennsylvania Job Service (Allentown, Bethlehem and Easton) conducted a mailing to its 2000 member employer advisory committee. Included with the flyer was a letter encouraging companies to post the flyer. To apprise their memberships, the three largest Chambers of Commerce included informative articles and the flyer in their monthly newsletters. Flyers were also sent to all social service agencies with the request that they be posted for their clients.

The Morning Call's Newspapers in Education program continued to be supportive of the project by printing a quarter-page ad with tear-off sheet on a space-available basis. Response to this ad was immediate and significant.

Because one of the local cable television stations featured GED instructional programming, it was most happy to run notices of the free testing on its community bulletin board.

Where possible, organizational newsletters were used to publicize the project. The Chamber's own monthly newsletter contained several articles to give members background on the GED and to encourage their support of the project. Samples of these as well as company and union articles are found in Appendix C.

Finally, as with most adult basic education programs, word of mouth proved to be a significant factor in disseminating information. There were a number of cases logged in with siblings, spouses, relatives and friends serving as the impetus to make the first call.

At a national level, GED Testing Service devoted an entire page in its April 1991 edition of "GED ITEMS." At the time of this writing, inquiries and requests for the manual had been received from seventeen states and Canada.

EDUCATIONAL OPPORTUNITIES

The GED Committee fully expected response to this free opportunity to be massive. There was, therefore, considerable concern and discussion given to insuring adequate educational opportunities for candidates to prepare for the test.

A review of existing programs indicated space available in several programs. While one school district had a waiting list, the remainder were beginning a new program year and could accommodate some additional students. It was decided that sufficient classroom sites already existed. By the time of the test, however, response was such that the majority of classrooms were filled to capacity.

Workplace classes were also targeted. Where classes were in place at worksites, company officials were asked and agreed to allow outsiders to attend classes on a space-available basis. Several other larger companies planned to offer classes if there were sufficient employee interest (there wasn't). Although these opportunities existed, candidates typically preferred other alternatives for preparation.

Service Electric, a local cable station, had already included GED preparation in its programming. Called "GED on TV," it is a forty-three part series available to cable stations subscribing to The Learning Channel. Candidates were advised of this as needed. In Pennsylvania, the "On Your Own" series has been produced by Penn State University and is available to local affiliate stations, although it was not used in this project.

It was expected that many candidates would prefer to study on their own, but would need to access study materials. Thus, area libraries and bookstores were notified of the project and encouraged to augment their current supply of GED preparation books. They were also provided with flyers to post.

Finally, opportunities to take the Official GED Practice Test were deemed to be an excellent way of helping candidates prepare. Since local statistics showed a seventy percent pass rate among those <u>not</u> attending classes, it would appear that many would be ready with little or no preparation. Sites for practice testing were solicited among committee members and networking, including: Private Industry Council, Northampton Community College, Lehigh County Community College, Bethlehem Public Library, Pennsylvania Job Center and the YWCA of Allentown. Geographic distribution of sites as well as morning, evening and Saturday sessions were selected to provide optimum choices for candidates.

Through the Chamber's project budget, ten practice tests and answer sheets were ordered. PIC and the two community colleges, with tests of their own, were able to supplement these so that approximately thirty people could be tested at any given time.

Each organization provided space and staffing at no cost. Each also conducted its own registration. Sites were provided with administration guidelines although each session contained at least one person familiar with the test and interpretation of its results. Volunteers from Rotary Clubs supplied proctoring assistance.

In total seventy-four individuals took the practice test through eight separate testing sessions. Each received score interpretation and a recommendation for future study. Of the seventy-four, fifty-one (69%) passed the practice test and were advised they were ready without further preparation. Appendix E includes materials related to practice testing.

SCREENING AND REGISTRATION

Of all the activities in the project, screening and registration were the most time consuming and fraught with difficulties.

Screening

At the outset, it was agreed that the Chambers of Commerce would serve as "hotlines" and conduct screening. Inquiries from candidates were expected to require more time than the average call which the Chamber receives. (One of the local community colleges reported the average duration of a GED call to be twelve minutes). While Chambers of Commerce are accustomed to unusual calls (Where can I buy a dictionary?...How many times can I change doctors?...Where can I buy baby pigs?), the busy staffs might not have the knowledge or devote the necessary care to a GED caller. They would need to be trained.

The Literacy Coordinator subsequently met with appropriate staff at each of the three major Chambers of Commerce (Allentown, Bethlehem, Easton) and spent approximately one hour orienting them to the GED test and the project activities. Emphasis was placed on being supportive to the caller, since some would be unsure, embarrassed or possibly inarticulate. Each staff was supplied with GED Information Sheets, practice test sites, sheets to log calls and GED brochures (Appendix F). Each Chamber would take responsibility for:

--answering callers' questions
--logging callers' names, addresses, telephones
--referring callers to instructional programs
--referring callers to practice test sessions
--mailing out information

While all three Chambers disseminated information, only the Bethlehem Chamber (which housed the Literacy Coordinator) conducted the actual screening and formalized registration. Each Chamber maintained a log of calls (Appendix F), which was forwarded weekly to the Bethlehem Chamber.

Following the press conference, telephones began to ring incessantly. During a two month period, more than 600 callers were logged - an average of ten per day. Tear-off sheets from the newspaper also came in at the rate of ten per day. The Literacy Coordinator and a temporary part-time assistant followed up each call to complete the candidate screening form (Appendix F)...until a backlog of 100 calls was reached. Returning calls was problematic since not all could be reached on the first or second attempts. It was

eventually decided to mail out screening forms, asking each candidate to complete and return if interested. Copies of the GED brochure were included in these mailings.

Testing centers were also inundated with calls, since their number was listed on the flyers. Of the five centers, three were located in large high schools where the daytime program was naturally a first priority. Frequently the Chambers would receive feedback that high school staff were unresponsive or downright impatient with callers. Frankly, there were times when the sheer volume of calls made everyone cranky. In retrospect, it would have been less confusing for all to have a single call-in line with knowledgeable personnel available to answer during weekday business hours.

During the screening process, the Coordinator and assistant, through informal conversation, elicited information which would aid in future selection. Where possible, each candidate was rated (3=high, 2=medium, 1=low, 0=no information) on personal motivation, financial need, career/job need, ability to pass the test, willingness to prepare. These ratings were used to derive a total score for comparing candidates and making final selections. Priority was given to:

--those with a financial need rating of 2/3 and a total of 12+ points
--any company-sponsored employee
--anyone who had passed the practice test

Individuals scoring lower than 210 (225 is passing) on the practice test or having fewer than nine rating points were ruled out completely.

To facilitate organization, a database was established with name, address, telephone, choice of test center, financial need rating, total rating. Later, practice test scores and final GED test scores were added to the information. Although data entry initially consumed about two days, it was subsequently very easy to update. Most importantly, it made the process of sorting and selection much easier. Candidates were sorted by testing site preference with some changes made when capacity was reached. Test centers then received printouts of candidates for check-in purposes.

Registration

Overall screening forms were completed for 329 applicants. Through the rating process, 270 individuals were selected. Those applicants not meeting screening requirements were notified by mail. Candidates were also notified by letter of their eligibility and asked to report to a designated testing site to register. Letters are included in Appendix F.

Formal registration served two purposes. First, there is usually a significant no-show rate with the GED population. Those who did not come to the registration would be eliminated and spaces used to fund others. This afforded more advanced planning for materials and personnel, and maximized the dollars available. Second, housekeeping tasks (forms completion) could be completed in advance instead of occupying thirty minutes of the testing session.

At the time of registration, candidates:

-received their Certificate of Eligibility
-completed preliminary forms (demographic information on answer sheets)
-received instructions for the upcoming test
-received a request to thank the sponsoring company
-answered any questions they might have

Although the mechanics of registration proceeded smoothly, there was an unexpectedly high no-show rate of thirty-five percent. Some was the result of last-minute problems such as child care, illness, transportation. But the majority, we believe, were simply not ready to commit to taking the test.

ADMINISTRATION, SCORING AND REPORTING

Testing dates were spread over an entire week at the five sites to insure good geographic availability and sufficient time alternatives. The schedule was:

November 10	Lehigh County Vo-Tech (Saturday, 8:00 a.m., western area)
November 12,13	Easton High School (Monday, Tuesday 5:30 p.m., eastern area)
November 12, 14	William Allen High School (Monday, Wednesday, 5:30 p.m., west central)
November 13,15	Catasauqua High School (Tuesday, Wednesday, 5:30 p.m., central area)
November 17	Liberty High School (Saturday, 8:30 a.m., east central)

Per GEDTS stipulations, each site contained at least one examiner and sufficient proctors to maintain a 1:20 ratio. Rather than use volunteers, each testing site chose proctors from currently employed staff who were already familiar with testing procedures.

The Pennsylvania Department of Education authorized the Chamber's Literacy Coordinator as Chief Examiner for the duration of the project, primarily to supervise movement of testing materials.
Since each testing site maintained less than twenty actual tests, the state loaned its institutional copies. These were then moved daily from one site to the next. Naturally, detailed logging procedures were necessary to insure security of the tests. (See Appendix F)

Testing proved to be relatively uneventful thanks to the advance planning and experience of the test center directors, as well as their ability to be flexible. Inevitably, there were the few candidates who were admitted to a site at the twelfth hour though they were not listed as registered and the several who, because of personal problems, took the test at a different site than had been arranged.

Scoring and Reporting

All answer sheets were collected by the Literacy Coordinator. Although specific site information was included on each sheet, the group was batched for computer scoring as a group. Essays and multiple choice sheets were divided as usual and mailed to separate locations of GEDTS.

Because of the Thanksgiving holiday, scoring was delayed by one week. Nevertheless, in approximately three weeks results had been received. Since Pennsylvania does not have

centralized scoring, each site completes a report and sends it to the state.
GEDTS sheets were used to prepare these reports, which were then incorporated into the state's system.

Typically, a candidate would receive results and a diploma (if successful) in four to six weeks. We were able to maintain that timeline, and were able to send the good-news letters in time for Christmas, with an invitation to attend a Recognition Ceremony in January. Diplomas were held in a central location in anticipation of delivering them personally at the ceremony. Failure notices were sent directly to candidates by the state.

FINANCING

Since the project was one component of an Adult Basic Education (federal/state) grant, few out-of-pocket costs were incurred. The summary provided here is intended to document any actual costs and does not include in-kind services of agencies or other indirect costs. Organizations desiring to replicate the project may be able to further reduce costs by eliminating the brochure or seeking voluntary cooperation.

Funding Source/ Amount Contributed	Item	Cost
ABE Project $8,325	Coordinator (3 months salary)	$6,250
	Assistant	840
	Printing (invitations, tickets)	135
	Materials (20 practice tests)	50
	Xeroxing	50
Businesses $3000	Test Center Fees	1,990
	Postage	75
Rotary Clubs $5000	200,000 Brochures	5,000

Because testing fees were reduced by the centers, approximately $900 remained in that account. These monies were used to scholarship deserving GED test candidates for the balance of the year. Overall, the funds enabled about 200 candidates to receive their GEDs.

THE RECOGNITION CEREMONY

The GED Recognition Ceremony was not a part of the original plan for the project, yet it proved to be the ideal culminating event. First, it acknowledged the "graduates" who had foregone such a high school ceremony. It further recognized the support of the business and educational community. It brought the Chambers and the project additional visibility to local and state leaders. And finally, it again highlighted the GED to the general population. (See Appendix G for materials)

Moravian College played a key role in the ceremony by offering its facility - Foy Auditorium - with a seating capacity of 400. The College absorbed close to $1000 in costs related to utilities, insurance, as well as staff (custodial, security, sound, community relations). A local florist donated seven potted palms to serve as an attractive backdrop for the stage, but no other materials were needed.

Each candidate achieving a passing score was sent an announcement letter with a formal invitation. Approximately three-fourths of the graduates elected to attend the ceremony. They were encouraged to invite family and friends, but later it became necessary to limit guests to seven individuals due to auditorium capacity.

As a champion of literacy in the Commonwealth, First Lady Ellen Casey was invited to give the keynote speech. Dr. John Christopher, Pennsylvania's Chief of Adult Basic & Literacy Education, also agreed to address the group. Their participation was certainly an honor for the graduates. But beyond that, the personal greetings which they unfailingly extended to each made it a truly warm celebration.

Following the speeches, each test center director presented diplomas to individuals who had tested at their center. One -course scholarships were also awarded to two high scorers by representatives from Moravian College and Northampton Community College.

This was a unique ceremony, highly charged with emotion. The pride and joy of candidates was evident as each processed across the stage. The college surroundings, program and speakers lent a dignity and formality appropriate to a graduation. Yet the enthusiasm of the audience, expressed in cheers and ovations, was reminiscent of sporting fans rooting for a winning team. Few among the graduates, relatives, company or agency representatives escaped with a dry eye. And all departed certain that lives had been changed.

RESULTS AND FINAL THOUGHTS

Impact

The following data as well as the table in Appendix H provide information on the overall impact of the project.

*16 companies and 1 foundation contributed funding for testing and publicized the project.
*16 agencies and organizations publicized the project, served as practice test sites, conducted referrals or contributed specialized services to the project.
*8 media services offered publicity
*3 Chambers of Commerce disseminated information; one coordinated the entire project.
*5 schools conducted registration and testing as well as responding to inquiries.
*3 institutions of higher education conducted referrals and/or offered services and scholarships.
*11 Rotary Clubs pooled funding to publish GED brochures.
*More than 600 inquiries were logged in at Chamber offices.
*329 screening forms were completed; of those 270 were sent eligibility forms.
*174 individuals took the test. The mean age was 29.4 but ages ranged from 17 to 64. The largest percentage fell in the 20-24 years group. 57% were female; 43% male.
*85 graduates attended the Recognition Ceremony with more than 300 guests.
*Cooperation of two existing providers and a new agency resulted in the establishment of an additional GED class to offset demand

Final Thoughts

An agency desiring to replicate this project will face large organizational and coordination tasks. Some resistance to the concept may be initially encountered. Yet the results of this program indicate an unqualified success. The goals - testing a large group of individuals at no cost and 2) increasing public awareness of the availability of the test and instructional programs - were met. Specifically 174 people took advantage of a change to improve their future; 124 people achieved an important benchmark in their lives and in the future of the community. Not only was the awareness of the GED increased, but an important tool was left behind to continue the process. The following suggestions are offered to assist future projects of this nature:

*For the man-hours needed to conduct a project of this size, free testing may not always be the alternative of choice.

The follow-through or no-show rate is significantly high when comparing inquiries to registrants to actual examinees. Manpower is especially needed during the inquiry, registration and screening phases. A central hotline with trained staff or volunteers would be optimum.

*The Official GED Practice Test is an extremely useful tool. Large scale use could provide a viable alternative to free testing. As a community service (through agencies or providers) or as a company benefit, it could be administered on a free and regular basis. Most individuals could and would manage the cost of testing if they were confident of passing or experienced in the process. The practice test offers this opportunity.

*Employers can encourage their personnel to improve skills by promoting the GED and paying for the cost of the test. Larger companies could establish site classes. Smaller businesses can refer employees to existing providers. Regardless of size, all organizations will benefit from promoting the concept of meeting a minimum level of education.

*Companies in general and human resource departments specifically lack information about employees - their basic skills and educational attainment levels. The latter is not routinely verified. Furthermore, companies are not familiar with the content of the GED test, its rigor and sophistication (particularly in critical thinking skills), how it compares with a traditional high school education, or how to help their employees access the test.

*Many questions remain which are beyond the scope of the project, but which provide material for study. For example, why did so many people inquire but fail to register? What will the graduate do now? Will those who failed try again? Will they seek out formal instruction to do so? To what extent has employers' perception of the GED and its importance changed?

*The Chamber of Commerce can be a vital link between the business and educational communities

*This was a win-win project. All who participated, from graduates to agencies to companies, were positive about the process and the effect.

APPENDIX A

GED Committee

ABSTRACT

Title: Lehigh Valley Chamber Network Project

Address: Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, Pennsylvania 18018 **Telephone:** (215) 867-3788

Director: Joan K. Lipiec **Federal Funding:** $25,800

Duration of Project: **From:** July 1, 1990 **To:** June 30, 1991 **Number of Months:** 12

Objectives:

1.0 Deliver basic skills provider information to 3000+ businesses in the Lehigh Valley and double the number of companies participating in literacy activities.
2.0 Increase company involvement in workforce education through 25 new companies referring employees to providers and 2 new companies establishing on-site classes.
3.0 Increase local Chamber literacy resources through the development of nine small libraries and a literacy sensitivity training package.
4.0 Double the number of annual registrants for the GED test through distribution of 200,000 Rotary funded brochures and a one-time, corporate-funded "free" GED test.
5.0 Increase cooperation of Lehigh Valley Chambers of Commerce, other agencies and two county literacy coalitions through the conducting of joint events.
6.0 Increase Valley awareness of workforce literacy needs and programs through the production and distribution of a literacy tabloid supplement to the major newspaper.

Description:

The Bethlehem Area Chamber of Commerce will develop a model network of nine Lehigh Valley Chambers of Commerce and two literacy coalitions to improve the literacy levels of a two-county area workforce. Through a part-time literacy coordinator, the Chambers will receive support in publicizing program provider information, educating companies about the need for training, conducting literacy assessments, arranging joint events and cooperative ventures between companies and providers. The project also proposes to develop a literacy sensitivity training package for company personnel and to hold a one-time, corporate-funded "free" GED test involving five testing centers and further supported by the distribution of 200,000 Rotary-funded GED and provider brochures.

Target Audience:

Nine Lehigh Valley Chambers of Commerce with 3000+ member companies involving more than 200,000 employees.

Product(s):

Lehigh Valley Provider and Testing brochure, Morning Call newspaper tabloid supplement, literacy sensitivity training package and final report describing model regional network.

Method of Evaluation:

Evaluation procedures will be designed to establish 1) the increase in workforce literacy programs; 2) company knowledge of and participation in literacy activities; 3) extent to which the workforce has benefitted from the project. Methods will include records of contacts; program and event participation data; surveys; and analysis of product usage and utility.

GED COMMITTEE
Organizational Meeting

January 22, 1990
Bethlehem Area Chamber of Commerce

I. Introductions

II. Committee Organization

-Acting Chairperson, Recorder
-Committee Name
-Additional Members
-Meeting Dates

III. Background Information

-The GED
-Previous experiences
-Current testing procedures

IV. The need in the Lehigh Valley

V. The Great GED Testout

-Testing Sites
-Testing Dates
-Administration Procedures (materials, personnel)
-Registration Procedures (central hotlines?)
-Publicity
-Evaluation (collecting data from sites)
-Company involvement (voucher system, marketing)
-Provider involvement
-Kickoff & Closing events

GED COMMITTEE

February 15, 1990

ISSUES

Publicity

- GED Brochure
- News Releases/Press Conference
- Chamber Mixer
- Chamber Speaker Program
- Kickoff & Closing Events
- Hotline

Test Funding

- Company Liaison
- Voucher/verification system
- Scholarship or company benefit

Test Registration/Administration/Sites

- Testing Materials
- Site Selections
- Dates
- Personnel

Education

- Companies - on benefit of testing
- Providers - on availability of free test
- Examinees - on availability, location, procedures for testing

Educational Opportunities

- Literacy provider sites
- Newspaper lessons
- Pennarama TV series "On Your Own"
- Library resources
- Self study
- Corporate/agency funded classes
- Fee supported classes
- Free practice test sessions

Evaluation

- Scoring and reporting of results
- Examinee feedback
- Company feedback

APPENDIX B

Company Involvement

BETHLEHEM AREA CHAMBER OF COMMERCE

CORPORATE FUNDED GED TEST

Feasibility Survey

The Bethlehem Area Chamber of Commerce, in its program to improve workforce literacy, has recognized a need to make the GED Test more accessible to the Lehigh Valley workforce and more well-known to employers. Through a valley-wide committee of employers, literacy program staff and GED examiners, it is planning a corporate-sponsored, one-time "Free" GED test during the latter part of October 1990. The success of the project will serve as a model for the entire state. The purpose of this study is to determine the extent to which our membership would be willing to support the project.

GED BACKGROUND: Many adults do not have a high school diploma. They cannot show proof of their educational skills to employers and others. The Test of General Educational Development (GED) gives people a chance to meet high school graduation requirements. It can be used for employment, promotion, admission to the military or to college. Over seven and a half hours, examinees are tested on writing skills, social studies, science, mathematics and interpreting literature and the arts. Successful completion of the GED indicates an individual has skills at least equal to a high school graduate. Last year in Pennsylvania, more than 18,000 people took the test. Nationally, there is a 70% average pass rate.

In the Lehigh Valley, 1980 census data showed more than 100,000 adults lacked a high school diploma. Even with five valley testing centers offering examinations monthly, less than ten percent have been tested to date. One reason is that lack of funding prevents wide-scale publicity of test sites, schedules, fees, and procedures. Other reasons include individual motivation, lack of testing fees, waiting lists for GED preparatory classes and reticence to come forward.

Please respond to the questions as indicated, and return the completed survey to Joan Lipiec, Bethlehem Area Chamber of Commerce, 459 Old York Road, Bethlehem, 18018. THANK YOU!

1. Information about your company:

   Company Name _____ No. of Employees _____

   Person Responding to Survey _____ Telephone _____

2. Is a high school diploma required for employment for all positions? _____

3. Is a GED accepted in lieu of a high school diploma? _____

4. About how many of your employees lack a high school diploma? _____
   (Please answer "unknown" if you are not sure)

5. Would your company be willing to commit funds ona one-time basis to cover the cost of the GED Test for one or more individuals? _____
   ($35-$40 per person)

   (If no, skip to question 11)

BEST COPY AVAILABLE

6. Would you prefer this to be (check one or more)

   a. a grant to a scholarship fund available to the general community _____
   b. a specific amount for a predetermined number of your employees _____
   c. other (specify) _____ _____

7. At a cost of $35-$40 per test, how many individuals would your company be prepared to support? _____

8. If made available to your employees, do you feel they would be willing to step forward? _____

9. What, if any, eligibility criteria would you prefer to see used in the selection of individuals to receive the free test?(check one or more)

   a. none needed _____
   b. evidence of financial need _____
   c. passing practice test (this accurately predicts those who will pass the GED Test) _____
   d. enrollment in a study program _____
   e. minority (especially Latino) _____
   f. unemployed _____
   g. employed _____
   h. motivation (specify type) _____
   i. geographic location (county, city) _____
   j. other (specify) _____ _____

10. What is your preference for giving companies recognition for funding the testing? (check one or more)

   a. none needed _____
   b. company name printed on examinee's eligibility voucher _____
   c. company name included in publicity materials _____
   d. other (specify) _____ _____

11. What other support would your company be willing to provide? (check any that apply)

   a. released time for individual to take test _____
   b. company personnel for site administration of practice test (3 hours) _____
   c. display/dissemination of publicity materials _____
   d. space for an on-site preparation class for 8-10 weeks, 2x/week _____
   e. partial or full funding for an instructor for an on-site class ($600-$800) _____
   f. company volunteers to serve as tutors to help one on one (off company time) _____
   g. company volunteers to serve as test proctors (8-10 hours, one time) _____
   h. other (specify) _____ _____
   i. none at this time _____

Bethlehem
area chamber of commerce

459 Old York Road, Bethlehem, PA 18018-5870 (215) 867-3788 • Fax (215) 758-9533

October 11, 1990

[redacted]
Binney & Smith
1100 Church Lane
Easton, Pennsylvania 18044-0431

Dear [redacted]

The Allentown, Bethlehem and Easton Chambers of Commerce are now well underway with the free GED testing project which we discussed some weeks ago. In fact we have over 200 people screened and registered for testing during the week of November 10th. The enclosed article and brochure will give you further details.

At the time of our discussion, I invited your financial support of this project and you generously agreed to support the cost of testing five individuals for an overall cost of $200.

We have set up a special account for these funds and request that you forward your check as soon as possible. Please make it payable to the Bethlehem Area Chamber of Commerce Foundation. The Foundation is a 501(c)3 organization and, therefore, your charitable contribution is tax deductible.

The individuals to be sponsored by your contribution have been screened for financial need, preparedness and motivation for the GED. Each will receive a certificate of eligibility, designating your organization as the sponsor.

Thank you for your part in improving the skills of the Lehigh Valley workforce.

Sincerely,

Joan K. Lipiec
Workforce Education Coordinator

Enclosures

cc: [redacted]

ACCREDITED

The Lehigh Valley
Where the best get together.

TRI-CHAMBER GED PROJECT

Sponsoring Company _____ Contact _____

Names of Employees to be sponsored for Free GED Test	Test Site/Date (Check one) Wm. Allen H.S. 6 pm Nov 12 & 14	Catasauqua H.S. 6 pm Nov 13 & 15	Easton H.S. 6 pm Nov 12 & 13	Lehigh Co. Vo-Tech 8 am Nov 10	Liberty H.S. 8 am Nov 17
1.					
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TRI-CHAMBER CORPORATE-SPONSORED GED TEST
The Lehigh Valley of Pennsylvania

CANDIDATE CERTIFICATE OF ELIGIBILITY

Crowder, Jr of Allentown, Pennsylvania will sponsor

---

for a free GED Test during the week of November 10, 1990

Allentown-Lehigh County Chamber of Commerce
Bethlehem Area Chamber of Commerce
Two Rivers Area Chamber of Commerce

TRI-CHAMBER CORPORATE-SPONSORED GED TEST
The Lehigh Valley of Pennsylvania

CANDIDATE CERTIFICATE OF ELIGIBILITY

Burron Medical, Inc. of Bethlehem will sponsor

---

for a free GED Test during the week of November 10, 1990

Allentown-Lehigh County Chamber of Commerce
Bethlehem Area Chamber of Commerce
Two Rivers Area Chamber of Commerce

APPENDIX C

Publicity Materials

THE GED:

YOU DESERVE IT.

If you would like to take the General Educational Development test to earn a certificate of high school equivalency, here is important information.

THE GED TEST WILL BE OFFERED FREE NOVEMBER 10-17, 1990, AT THESE LOCATIONS:

- **William Allen High Schoo**l, Allentown — 820-2352
- **Catasauqua High School**, Catasauqua — 264-0506
- **Easton Area High School**, Easton — 250-2496
- **Lehigh County Vo-Tech School**, Schnecksville — 799-1322
- **Liberty High School,** Bethlehem — 691-7200

The GED can:

- lead to new employment opportunities.
- help you advance in your current job.
- prepare you for higher education and training.
- help you to help your children.
- be a source of personal accomplishment.

FOR MORE INFORMATION CALL:

- ☎ Allentown-Lehigh County Chamber of Commerce at 437-9661
- ☎ Bethlehem Area Chamber of Commerce at 867-3788
- ☎ Two Rivers Area Chamber of Commerce at 253-4211

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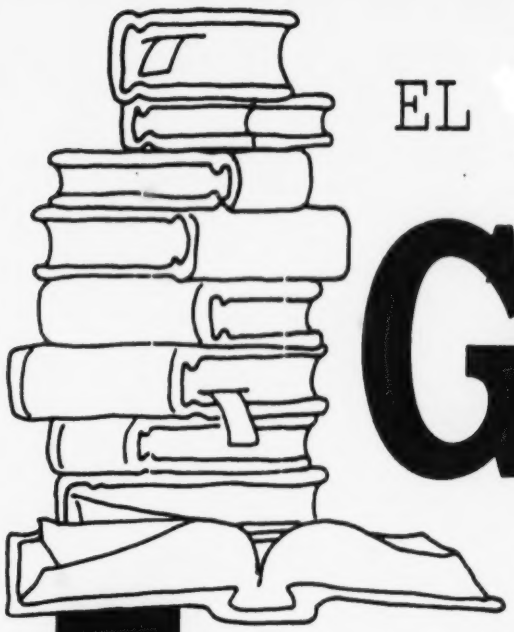

EL GED:

USTED SE LO MERECE.

Si usted desea tomar el examen de Educacion General para obtener un equiva... al Certificado de Escuela Superior, aqui tiene una informacion importante.

El examen de GED sera ofrecido gratuitamente del 10 al 17 de noviembre de 1990 en los siguientes lugares:

- **William Allen High School**, Allentown — 820-2352
- **Catasauqua High School**, Catasauqua — 264-0506
- **Easton Area High School**, Easton — 250-2496
- **Lehigh County Vo-Tech School**, Schnecksville — 799-1322
- **Liberty High School,** Bethlehem — 691-7200

EL GED:
- Le dirige hacia nuevas oportunidades de empleo.
- Le da la oportunidad de ascender en su trabajo actual.
- Le prepara para un nivel avanzado de educacion y adiestramiento.
- Le prepara para ayudar a sus ninos.
- Es una fuente para su exito personal.

PARA MAYOR INFORMACION LLAME:

☎ Allentown-Lehigh County Chamber of Commerce al 437-9661

☎ Bethlehem Area Chamber of Commerce al 867-3788

☎ Two Rivers Area Chamber of Commerce al 253-4211

GED PRESS CONFERENCE
September 7, 1990

AGENDA

Announcement of a one-time, Lehigh Valley wide, corporate sponsored free GED Test - a tri-Chamber project

Richard Strain, Executive Director
Bethlehem Area Chamber of Commerce

George Southworth, President
Allentown-Lehigh County Chamber of Commerce

Michael Dowd, President
Two Rivers Area Chamber of Commerce

Importance of the Lehigh Valley Project at the state and national level

Kenneth Wallick, State GED Administrator
Pennsylvania Department of Education

Local GED Testing and Preparation Information - Test Centers, Classes, Individual Study, Practice Testing

Steve Viglione, Adult Director
Easton Area School District

or

Joan Lipiec, Literacy Coordinator
Bethlehem Area Chamber of Commerce

Rotary Clubs of the Lehigh Valley pool their resources to support the printing of a GED brochure

Joseph Kornfeind, President
Coplay Rotary Club

Lehigh Valley Companies Support Improving their Employees Skills

Danielle Reinard, Human Resources Manager
Binney & Smith

Moravian College Offers Scholarship for Highest Scorer

Susan Schuehler, Dean of Continuing Studies
Moravian College

NEWS RELEASE

THE CHAMBER

NEWS RELEASE

Bethlehem Area Chamber of Commerce 459 Old York Road Bethlehem, PA 18018 (215) 867-3788

contact: Joan Lipiec

"FREE" GED TEST OFFERS A SECOND CHANCE

In a major cooperative effort, members of the business community, educators and local agencies are moving to improve workforce education by offering a corporate-sponsored, one-time "Free" GED test November 10-17 at several key locations. The Bethlehem Area Chamber of Commerce is coordinating the effort, and has enlisted the support of the Allentown/Lehigh County and the Two Rivers Area Chambers of Commerce, in addition to nearly 20 businesses, a wide range of educational agencies, and 11 Lehigh Valley Rotary Clubs. This is the first time a free GED test has been offered in Pennsylvania. It is expected to be hailed as a model nationally as well because of its corporate backing and regional approach.

It is widely recognized that the availability of a skilled workforce is vital to Valley employers, yet one third of residents in this area do not have a high school diploma, a measure of competency. By the year 2000, the best forecasts indicate that a majority of new jobs will require some postsecondary education. For a person lacking a high school diploma, the Test of Education Development (GED) is the key to gain employment, secure a promotion or admission to higher education or training. Anyone who is at least 18 years of age, a

ACCREDITED

resident of Pennsylvania and not now a high school student, may take the test.

The Free GED tests will be offered:

-- Nov. 10 Lehigh County Vo-Tech School, Schnecksville

-- Nov. 12, 14 William Allen High School, Allentown

-- Nov. 12, 13 Easton Area High School

-- Nov. 13, 15 Catasauqua High School

-- Nov. 17 Liberty High School, Bethlehem

Those interested may call the Allentown, Bethlehem or Easton Chamber of Commerce to obtain registration and test information.

Although five Valley testing centers offer examinations monthly, less than ten percent of the more than 100,000 adults who lack a high school diploma have been tested to date. Lack of funding has prevented wide-scale publicity of test sites, schedules, fees and procedures. The cost of taking a GED test would normally be $30 to $35.

The companies involved in this program will either pick up the tab for funding their own employees' tests, or will underwrite the cost of administering the test to others in the general public because of their commitment to improving the skills of the workforce. Employers recognize that they must help their current and future workers to achieve basic skills competencies if they are to be competitive. Among those businesses taking part are: Adams Foundation, AT&T Microelectronics, Bethlehem Steel Corporation/ Structural Products Division, Binney & Smith, Burron Medical, Chadwick

Telephone, City of Bethlehem, Crowder, Jr., Fuller Company, The Globe-Times, Greif Companies, Holiday Inn of Bethlehem, Information Specialists, Lehigh Litho, Inc. Meridian Bank, Second National Bank of Nazareth, and Spillman, Farmer Architects.

While about 70% of Lehigh Valley GED test-takers will pass without formal instruction, preparing for the test increases that figure substantially. Participants can study on their own, take available classes or use the Learning Channel on television. Those who attend classes have a 95% chance of passing the test. The test is made up of five different subtests which include: Interpreting Literature and the Arts, Writing, Science, Social Studies, and Mathematics.

To help people find out how their present skills measure up to the test, free practice tests have been scheduled at four sites:

Private Industry Council, Union Boulevard, Wednesday morning September 19 and Wednesday afternoon October 3; the Sovereign Building, Hamilton Mall, given by Lehigh County Community College, Thursday evening, October 11; Northampton Community College, College Center Room 220, Saturday morning September 22; or the YWCA OF Allentown, 15th Street, Room 206, Saturday morning October 6. Additional sessions may be scheduled.

Those wishing to take the practice test must pre-register at the test site of their choice b\ ore the day of the scheduled test.

Complete information on further opportunities for preparedness are available by calling one of the three Chambers

of Commerce: Allentown 437-9661, Bethlehem 867-3788, Easton 253-4211 (See separate handout "GED Brochure Draft")

In an unprecedented cooperative efforts, eleven Valley Rotary Clubs have pooled funds to support the cost of printing 200,000 GED brochures which will assist in publicizing the test. They include the clubs of Allentown-West, Bethlehem, Bethlehem-Morning Star, Catasauqua, Coplay, Easton, Emmaus, Nazareth, Northampton, Slatington and Whitehall.

Moravian College, through its Division of Continuing Studies, will offer a $500 scholarship to the person who receives the highest score. The goal of the GED committee is to test 500 people.

Many agencies have cooperated to make this program possible. At the state and national level are: The American Council on Education (GED Testing Service), the Pennsylvania Department of Education, and the Pennsylvania Job Centers. Local agencies taking part are: the school districts of Allentown, Bethlehem, Catasauqua and Easton; Lehigh County and Northampton Community Colleges, Lehigh County Vo-Tech School; and Moravian College, Bethlehem Area Public Library, Council of Spanish-Speaking Organizations, Private Industry Council and the Rotary Clubs.

- 30 -

Lehigh Valley businesses join push for high school degrees

Globe Times 9-10-90

Lehigh Valley businesses are working to meet the demand for an educated work force through the subsidization of high school equivalency testing, according to Richard Strain, executive director of the Bethlehem Area Chamber of Commerce.

Free GED tests will be offered Nov. 10-17 at five Lehigh Valley locations.

This is the first time a free GED test has been offered in Pennsylvania. It is expected to be hailed as a model nationally because of its corporate backing and regional approach, according to Joan Lipiec, literacy coordinator for the Bethlehem chamber.

The cost of taking a GED test would normally be $30 to $35.

The test is open to anyone at least 18 years of age, a resident of Pennsylvania and not now a high school student.

The free GED tests will be offered:

Nov. 10 — Lehigh County Vocational Technical School, Schnecksville.

Nov. 12 and 14 — William Allen High School, Allentown.

Nov. 12 and 13 — Easton Area High School.

Nov. 13 and 15 — Catasauqua High School.

Nov. 17 — Liberty High School, Bethlehem.

Those interested in the testing should call the Allentown, Bethlehem or Easton chambers of commerce for registration and test information.

The test is made up of five different subtests that include: interpreting literature and the arts, writing, science, social studies, and mathematics.

Businesses and organizations taking part in the program include: The Adams Foundation, AT&T Microelectronics, Bethlehem Steel Corp.'s Structural Products Division, Binney & Smith, Burron Medical, Chadwick Telephone, city of Bethlehem, Crowder Jr., Fuller Co., The Globe-Times, Greif Companies, Holiday Inn of Bethlehem, Information Specialists, Lehigh Litho Inc., Meridian Bank, Second National Bank of Nazareth, and Spillman, Farmer Architects.

Eleven Valley Rotary clubs who have pooled funds to support the cost of printing 200,000 GED brochures to publicize the test. They include the clubs of Allentown-West, Bethlehem, Bethlehem Morning Star, Catasauqua, Coplay, Easton, Emmaus, Nazareth, Northampton, Slatington and Whitehall Township.

Less than 10 percent of the more than 100,000 adults who lack a high school diploma have been tested to date.

Moravian College, through its Division of Continuing Studies, will offer a $500 scholarship to the person who receives the highest score. The goal of the GED committee is to test 500 people.

To help people find out how their present skills measure up to the test, free practice tests have been scheduled at four sites:

• Private Industry Council, Union Boulevard, Allentown, Sept. 19 in the morning and Oct. 3 in the afternoon.

• Sovereign Building, Hamilton Mall, Allentown, given by Lehigh County Community College, Oct. 11 in the evening.

• Northampton Community College, College Center Room 220, the morning of Sept. 22.

• YWCA OF Allentown, 15th Street, Room 206, the morning of Oct. 6.

Additional sessions may be scheduled.

Those wishing to take the practice test must pre-register at a test site before the day of the scheduled test.

Although five Valley testing centers offer examinations each month, less than 10 percent of the more than 100,000 adults who lack a high school diploma have been tested to date, Lipiec said. She added that lack of funding has prevented wide-scale publicity of test sites, schedules, fees and procedures.

The Bethlehem Area Chamber of Commerce is coordinating the effort, and has enlisted the support of the Allentown-Lehigh County and the Two Rivers Area chambers of commerce, nearly 20 businesses, a wide range of educational agencies, and 11 Lehigh Valley Rotary clubs.

The companies involved in this program will either pick up the tab for funding their own employees' tests, or will underwrite the cost of administering the test to others in the general public because of their commitment to improvin g the skills of the workforce.

WILL YOU SUPPORT THE GED?

Every day, it seems, we learn more about the deficiencies in our workforce -- but not too many specific remedies have been suggested. Our special project, the corporate-sponsored, "free" GED Test provides an opportunity to improve the basic skills of the workforce. By paying a $30-$35 (per person) test fee, the business community makes a wise investment in its future.

Our survey, enclosed with this newsletter, was field-tested on nine Chamber members. All agreed to support either their own employees or the general public. This means that we can already count on 90 people for the test. (Our goal is 200). And, two companies would like to sponsor on-site classes for their employees.

Here's what the project does. It:

-- makes eligible those who could not otherwise afford the test
-- rewards a valuable employee
-- provides an incentive to enroll in classes and complete an education
-- increases the visibility of the GED Test, the company supporters and the instructional providers
-- results in a higher number of qualified people for jobs
-- makes more people eligible for promotions or enrollment in higher education.

Will you support this project? Please take the time to respond to the GED Feasibility Survey, and return the completed grey sheet to our office by April 13.

CDL TAPES TO GO

We now have on hand a series of ten video tapes produced by PennDOT to be used as training aids for drivers desiring the new Commercial Driver's License. The tapes include the Skills portion of the test: vehicle inspection, operating techniques, vehicle safety, transporting cargo, transporting passengers, air brakes, combination vehicles and hazardous materials. If you would like to borrow these tapes for viewing, please contact Joan Lipiec at the Chamber office: 867-3788.

THE EMPLOYER PAYS

Senator Heinz is a member of the Pepper Commission, formed to study the problem of people with no health insurance. He has the answer to the problem; simply require businesses to provide basic minimum benefits to all employees who work 30 or more hours per week. So far, his proposal has not prevailed in the Commission, but if he should be successful in getting legislation passed along these lines, the small employer who cannot afford medical benefits for his or her employees will perhaps be motivated to limit working hours to less than thirty hours per week. It is difficult to figure how that would help the employees affected. Sounds a little like minimum wage, doesn't it?

LEADERSHIP UPDATE

Applications for Leadership Lehigh Valley are being mailed to approximately 100 members of the Chamber, and additional packets are available at the Chamber office. If a member of your business demonstrates leadership skills and a willingness to get involved, the Leadership program is an excellent way to prepare for active volunteerism. The 1991 class will begin in September and consists of nine sessions, one per month, several special events, and a class project. Fill out and mail your applications promptly.

$$$

Leadership Lehigh Valley, '90 has announced its class project. Entitled "The Lehigh Valley and the Lehigh Canal: Cradle of the Industrial Revolution", the research project will:

(continued on p. 6)

IT'S NEW

Ed Labelle, Print
Rudy Milisits, Mana
ment, are happy w
new printing shop
that will certainly
and shorten our

VC

L
on
Da
-T

didn't plan
es for Earth
Spirit, Larry

The News Infusion

From the Human Resources Department of Burron Medical Inc.

Summer, 1990

Volume 7-90

.DDING

Knees are in as the hot weather brings out the warm weather shorts on the floor. Remember - you saw it here first.

CAN YOU MEET THE CHALLENGE?

Are you ready for the future? Statistics say the Lehigh Valley is quickly becoming an area that demands their employees to have a high school education coupled with the ability to read and write. There is no shame in not having an education or in the inability to read or write. The real shame is not doing anything about it or figuring that I don't need or want to get ahead. If the reason you'd like to do it is personal pride, then let that be your guiding light. Regardless of the reason - DO IT. Show your children or your family that you are someone to be proud of. It's a special type of person that decides to improve themselves or their status. Help is available and yours for the asking. Reach out for educational opportunities.

HAVE YOU WONDERED?

1. IS THERE ANY AGE LIMITATION?.....NO, COME ONE, COME ALL.
2. IS IT LIMITED TO ONLY EMPLOYEES.....NO, IT MAY ALSO BE USED BY FAMILY, NEIGHBORS, REALLY ANYONE.
3. WHAT DOES LITERACY MEAN?.....IT IS AN ABILITY TO DO SOMETHING LIKE READING AND WRITING.
4. I DON'T LIKE THE TERM LITERACY.....I DON'T EITHER. I REALLY THINK IT IS AN IMPROVEMENT IN SKILL LEVEL.
5. HOW CAN I RECEIVE HELP AND ASSISTANCE IN READING, WRITING, GED, MATH SKILL, ETC.?.....YOU CAN CALL NORTHAMPTON COMMUNITY COLLEGE DIRECT AT 867-5427 OR CONTACT ED KOZLOWSKI AT BURRON FOR INFORMATION AND HELP.
6. IS INSTRUCTION ONLY GIVEN AT ONE PLACE?.....NO, THERE ARE VARIOUS LOCATIONS DEPENDING ON WHERE YOU LIVE OR WANT TO GO.
7. DO I HAVE TO STUDY BY MYSELF FOR MY GED?.....NO, WE CAN ARRANGE CLASSES AND PERSONALIZED ATTENTION AS NEEDED.
8. HOW ABOUT ENGLISH AS A SECOND LANGUAGE?.....IF YOU HAVE DIFFICULTY WITH THE ENGLISH LANGUAGE, WE CAN ARRANGE TUTORING TO HELP YOU IMPROVE - FREE BY THE WAY!
9. I'M NOT GOOD IN MATH ALTHOUGH, I AM A HIGH SCHOOL GRADUATE.....DON'T WORRY, WE CAN PROVIDE HELP TO YOU.
10. SO WHAT HAPPENS IF I DO GET MY GED?.....IT'S A PERSONAL ACHIEVEMENT TO BE PROUD OF PLUS BURRON WILL GIVE YOU A $50.00 AWARD FOR YOUR EFFORTS.
11. I UNDERSTAND THAT THERE WILL BE FREE GED TESTS AVAILABLE. IS THAT RIGHT?.....YES, CHECK THE BULLETIN BOARD FOR THE NEAREST CENTER. PRE-TESTS ARE AVAILABLE TO LET YOU KNOW IF YOU'RE READY.
12. WHO CARES?.....BURRON CARES. DO IT FOR YOURSELF AND BE PROUD OF YOUR ACCOMPLISHMENTS. DO IT BECAUSE YOU'RE YOU AND ARE INTERESTED IN SELF IMPROVEMENT AND FUTURE POSSIBILITIES.
13. I'M AFRAID MY ENGLISH ISN'T GOOD ENOUGH TO START.....LET YOUR INSTRUCTOR DECIDE THAT. HE/SHE WILL RECOMMEND THE MOST EFFICIENT AND HELPFUL WAY TO GO.
14. WHAT ELSE?.....REALLY, WE CAN ONLY OFFER HELP. THE REST IS UP TO YOU - LET'S DO IT!!!

☐ *An Independent Teamster Newsletter*

BEHIND THE WHEEL

Published by Lehigh Valley Teamsters for a Democratic Union
P.O. Box 1874 • Bethlehem, PA 18016

Vol. 2, No. 5 **Co-Editors • Don Landis • Brad Yeakel** **October, 1990**

Health Care Benefits — An Issue for the '90s

One of the most serious and seemingly intractable problems facing American workers today is the rising cost of health care benefits. The dimensions of the crisis are made clear by the almost daily newspaper accounts of contract negotiations breaking down when proposals to cut insurance coverage or to increase their costs to employees are put on the bargaining table. While the list of companies and unions battling over this dilemma continues to grow, solutions seem to be in short supply.

Teamsters Local 773 just ended a three-week strike at Maier's Bakery that was centered over this impasse. "Now they want us to co-pay. That's our main issue," Tom Dorsey, shop chairman at Maier's, told the Easton Express. UAW Local 644 members at ITT in Palmer Township are engaged in a bitter six-month-old strike over management's insistence that the workers must either pay more or get less in health care benefits.

Charles Jaffe, business editor of the Allentown Morning Call, reports that in the 1990's "about one-third of the companies in Pennsylvania are expected to reduce health care benefits, shifting more of the cost on to the workers. As a result, there may be a significant increase in management/worker tension in the future."

According to John Kleinfelter, administrator, Central Pennsylvania Teamsters Health and Welfare Plan, health care coverage was an issue in only 18% of all strikes in 1986 but by 1989 it had increased to an issue in 78% of all strikes.

One explanation for these rapidly escalating costs in the lack of a National Health Care Plan, which means that the costs of the uninsured are passed along by the hospitals and doctors to those who are insured. Other reasons include new and expensive medical technology and Acquired Immune Deficiency Syndrome (AIDS).

❖ See **Health Care**, pg. 3

The GED: You Deserve It

If you would like to take the General Educational Development test to earn a certificate of high school equivalency, here is important information.

Free GED Testing will be offered Nov. 10-17 at these locations:

- William Allen High School
  Allentown — 820-2352
- Catasauqua High School
  Catasauqua — 264-0506
- Easton Area High School
  Easton — 250-2496
- Lehigh County Vo-Tech School
  Schnecksville — 799-1322
- Liberty High School
  Bethlehem — 691-7200

Here's something to think about — a GED can lead to new employment opportunities or help you advance in your current job. It can also prepare you for higher education and training, help you to help your children, and be a source of personal accomplishment.

For more information call the Allentown-Lehigh County Chamber of Commerce, 437-9661; Bethlehem Area Chamber of Commerce, 867-3788; or the Two Rivers Area Chamber of Commerce at 253-4211.

Take a step toward getting a GED today.

What's Inside

2 Ron Carey to Visit Lehigh Valley on October 7

2 You're Invited to the Monster Mash Bash

3 Course Offers Help For Commercial Drivers License Test

4 Who We Are

4 Focus on the United Way

Morning Call 10/3/90

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- help you advance in your current job.
- prepare you for higher education and training.
- help you to help your children.
- be a source of personal accomplishment.

FOR MORE INFORMATION CALL:

- **Allentown-Lehigh County Chamber of Commerce**, 437-9661
- **Bethlehem Area Chamber of Commerce**, 867-3788
- **Two Rivers Area Chamber of Commerce**, 253-4211

YES, I AM INTERESTED IN TAKING THE FREE GED TEST.
SEND ME INFORMATION.

Name_____ Telephone_____

Street_____ City_____ Zip_____

SEND TO ONE OF THE FOLLOWING:

ALLENTOWN-LEHIGH COUNTY CHAMBER OF COMMERCE
462 Walnut St. Allentown, PA 18103
BETHLEHEM AREA CHAMBER OF COMMERCE
459 Old York Rd. Bethlehem, PA 18018
TWO RIVERS AREA CHAMBER OF COMMERCE
157 South Fourth St. Easton, PA 18044

Presented as a public service by

THE MORNING CALL

RANDY C. MONCEAUX / The Globe-Times

Ellen Casey speaks to people receiving their GED diplomas.

Grads urged on

Receiving GEDs called first step

By ANYA MARIA SCHIFFRIN
The Globe-Times

"Economic prosperity and social harmony depend on breaking away from the cycle of poverty and undereducation. Tonight you have jumped off the treadmill," said Ellen Casey, wife of Gov. Robert P. Casey, speaking at Moravian College on Thursday night.

The occasion was a graduation ceremony — but this one was a little different. The 85 people receiving their diplomas had not completed high school, but instead had passed a GED (General Education Development) test.

But a diploma is a diploma and the group is in good company, explained Dr. John Christopher of the Division of Adult Basic and Literacy Education in the state Department of Education. He told the audience, "An astronaut, Bill Cosby and Governor Florio all used the GED as a stepping stone. It is just like any other diploma ... Don't stop. Go on to bigger and greater things."

Flashbulbs popped and family members cheered as the graduates filed on stage to receive their diploma and a handshake from Mrs. Casey and local educators.

'It took a little push from me," said Doris Smith of Allentown, whose husband George received his diploma after 32 years away from school. "Our son is at Penn State and that was an incentive. George realized the importance of this."

Three Halpin sisters from Easton said they had decided to take the exam after reading about it in the paper. All passed, but "Teresa didn't study" revealed her sisters, Tammy and Tina.

Heather Panasik of Allentown said she had helped her fiancee, Scott Craswell, study. "He likes his job but he just wanted to do it to feel better about himself," Panasik said.

The ceremony was the culmination of a testing project sponsored by three area chambers of commerce.

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Working Together, We Changed Some Lives

By Joan Lipiec

The Lehigh Valley in Pennsylvania has a population of 65,000, about one-third of whom did not complete high school. Recently, the Bethlehem Area Chamber of Commerce and other Lehigh Valley organizations united to offer area residents a chance to take the GED Tests for free. During the week of November 10-17, 1990, 174 men and women ranging in age from 17 to 67 were sponsored by three area Chambers of Commerce in this one-time special event.

The project grew out of a Pennsylvania Department of Education grant awarded to the Bethlehem Area Chamber of Commerce to improve the basic skills of a two-county workforce. Under the leadership of the Chamber's Workforce Education Coordinator, a valley-wide committee of business, education, and service representatives planned the project for eight months. They enlisted the help of the Allentown, Bethlehem, and Easton Chambers of Commerce to successfully complete the Tri-Chamber Corporate-Sponsored Free GED Testing Project. This was the first free GED testing to be done in Pennsylvania.

It took considerable financial and human resources to conduct our GED project. Sixteen companies and organizations contributed nearly $3,000 to fund the testing of 174 candidates. Following a large press conference, several newspapers ran articles and one, *The Morning Call*, periodically ran a quarter page ad as a community service. Promotional flyers were distributed through employers, the local Private Industry Council, and three Job Services offices.

Five GED testing centers and nine instructional programs cooperated in the project. Six agencies volunteered staff and space to conduct practice test sessions. Staff at the Chambers of Commerce provided information and pre-screened potential applicants.

For the project, we developed a GED brochure containing information about the GED Tests, local testing centers, and instructional programs. Eleven Rotary Clubs contributed $5,000 to cover the cost of printing 200,000 brochures. These brochures will be used in a continuing GED effort in the Lehigh Valley.

As a culminating event, the project honored 124 graduates (we had a 71.3% pass rate) at a recognition ceremony on January 24, 1991. More than 400 graduates, families and friends, local officials, providers, and sponsors received congratulations from the keynote speaker, Pennsylvania's First Lady Ellen Casey. Scholarships were awarded to high scorers by Moravian College and Northampton Community College.

[Joan Lipiec is with the Bethlehem Area Chamber of Commerce. For a copy of the GED Days project manual, write to her at 459 Old York Road, Bethlehem, PA 18018.]

HOW TO ORGANIZE GED DAYS IN YOUR COMMUNITY

What to do

- Get a copy of the Project Manual—write to the Bethlehem Area Chamber of Commerce, 459 Old York Road, Bethlehem, PA 18018
- Ask your Chamber of Commerce to sponsor the project (their education committee is a good place to start)
- Form an Advisory Committee with representatives from business, adult education, media
- Ask local businesses and associations for support—in-kind services (printing, classroom space, publicity) as well as money
- Coordinate with adult education providers to insure extra classes and materials
- Arrange testing logistics with local GED Chief Examiners and your state GED Administrator
- Arrange for the Chamber of Commerce to have staff trained and available to handle information requests
- Organize a recognition ceremony for graduates and contributors
- Get press coverage of all events

Who contributed

- State of Pennsylvania—$25,800 ABE Innovations Grant
- Local companies and organizations—$3,000
- Pennsylvania Department of Education—loaned test booklets
- Chambers of Commerce—staff to provide information and scr
- Local providers, libraries, YWCA—staff and space for pra
- Rotary Clubs—$5,000 for brochures
- Newspapers—information articles and ads

Timeline for GED Days

- Advisory Committee—January 1990
- Grant proposal to Pennsylvania Der
- Recruiting local sponsors—Spri
- GED brochures—August 19
- Publicity—early Septem
- GED Days—Novem

ged ITEMS
AMERICAN COUNCIL ON EDUCATION
The Newsletter of the GED Testing Service · Washington, D.C.
over 14,000 readers
Vol. 8, NO. 2 March/April 1991

APPENDIX D

Rotary Proposal

LITERACY PROPOSAL
for
LEHIGH VALLEY ROTARY CLUBS

Prepared for: Joseph Kornfeind, President
Coplay Rotary Club

Prepared by: Joan Lipiec
WorkTAP Consultant, Pennsylvania State Coalition for Adult Literacy
Literacy Coordinator, Bethlehem Area Chamber of Commerce

Date: December 27, 1989

GOAL

To conduct, cooperatively, a literacy project which will have a positive impact on Lehigh Valley adults with basic skills deficiencies by increasing their knowledge of the educational opportunities available to them.

SPECIFIC OBJECTIVE

To produce and distribute between 100,000 and 200,000 copies of a GED brochure specific to the Lehigh Valley which provides testing and instructional program information.

BENEFITS

1. Provides valley-wide literacy and testing information where none such presently exists.
2. An opportunity to have an impact on a large segment of the community with literacy/ basic skills needs.
3. Entails a cooperative effort among Lehigh Valley Rotary clubs and among literacy providers to achieve a common community goal.
4. Low cost in terms of the level of impact.
5. High visibility for Rotary Clubs through credits on brochure and media attention.

BACKGROUND/NEED

The General Educational Development (GED) is a certificate of high school equivalence awarded to adults upon successful completion of a battery of five tests (Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, Mathematics). It permits adults who do not have a high school diploma to show proof of their educational skills and is commonly used to gain employment, promotion or admission to higher education.

1980 census date indicated that approximately 35,000 adults in Northampton County and 27,000 adults in Lehigh County lack a high school diploma (about 20%)

Of all new jobs created by the year 2000, more than half will require some education beyond high school. The median education for these new jobs will be 13.4 years of school.

Projections for the Lehigh Valley labor force in the next ten years mirror national trends: unavailability of an adequately educated workforce; increasing numbers of women and minorities entering the workforce; the move from a manufacturing to a service economy.

Thirteen Lehigh Valley adult education programs serve adults with basic skills (literacy) needs (see matrix). In 1989 they served approximately2700 people or only four percent of the total population in need. One reason for the low level served is the lack of readily available information about programs and testing.

There are three major GED testing centers serving the valley, located at high schools in Allentown, Bethlehem and Easton. Their procedures and schedules differ and they rely upon newspaper notices to publicize testing information.

Their is no printed, valley-wide information for programs, employers, service agencies or other organizations to distribute. At most there are two brochures (one for each county) which list the programs, but contain no GED information.

There is no statewide, generic GED information any longer (1988 was the last year). Other states have such information, describing the GED and listing testing centers. (see sample brochures). In 1989 there was a significant decline in the number of Pennsylvania adults tested. A general brochure is published by the American Council on Education, but contains little practical information for the local resident seeking testing and/or programs. Few employers or members of the community know where the test is offered or how to get information.

PROPOSED PROJECT

Brochure Design - Through existing county literacy coalitions, a brochure will be designed which provides GED test information as well as instructional program descriptions and contacts. Graphics arts assistance will be sought for overall design, but copy will be prepared by program personnel. Rotary Club members with expertise in graphics and/or printing may choose to participate in either of these phases.

Brochure Printing - Coalition personnel will take responsibility for ascertaining costs and making recommendations to the Rotary Clubs for printers of the brochure. Participating Rotary Clubs will fund the graphics design and printing of the brochure.

Brochure Distribution - Brochures will be distributed in quantities to: a) employers (through the Lehigh Valley Personnel Administrators Association); b) service agencies; c) literacy programs. The Rotary Clubs may opt to conduct any, all or none of the distribution.

Publicity - The Rotary Clubs will receive a credit on the brochure itself. Also, in conjunction with a valley-wide free testing event in May 1990, a press conference will be held to publicize the availability of the brochure and the free testing.

TIMEFRAME

Ideally, brochures should be ready by early April to coincide with publicity for free testing in May. However, if that is not feasible, brochures could be readied for summer distribution preceding fall enrollment.

COST

While bids should be sought for the project, local printers estimate the cost of producing 100,000 copies of a two-color, two-fold brochure with an insert to range between $7000 and $9000.

HOW DO I GET READY?

Your best chance to pass is to see how your present skills measure up to the test. Good reading and math skills are very important. You'll also need to be able to write clearly.

An official practice test is available which accurately predicts who will pass the test. Most programs and some test centers will give and score this practice test at no charge. It takes just over three hours.

If you want to study on your own, you may buy books at local bookstores or use them at public libraries. Ask a friend or relative to help you with areas of difficulty. Or check to see if the library has a volunteer tutor to work with you. Bethlehem Vo-Tech has computer-aided instruction available in its library—you need only call for an appointment.

Often cable and public television stations have a GED-on-TV program. They usually require purchasing study materials. In this area, the Learning Channel offers GED preparation.

Classes are another way to prepare for the GED and most are free. These programs will help you evaluate your readiness and target areas for study. They also recognize the other demands made on your life. Some may even offer support services such as child care. Classes locally are offered at:

Allentown School District, 820-2352
Bangor/Pen Argyl, 588-2449
Bethlehem School District, 691-7200
Easton School District, 250-2496
Lehigh County Community College, 776-7998
Lehigh County Vo-Tech, 799-1322
Nazareth School District, 759-3350
Northampton Community College, 861-5427
Private Industry Council, 437-5627

Several other programs provide tutoring assistance for those who would like to improve their reading skills or learn English as a Second Language. They are:

Allentown Literacy Council, 435-0680
Bethlehem Area Public Library, 867-7852
ProJeCt of Easton, 258-4361

Printing courtesy of Rotary Clubs

Allentown-West
Bethlehem
Bethlehem-Morning Star
Catasauqua
Coplay
Easton
Emmaus
Nazareth
Northampton
Slatington
Whitehall

Handing YOU YOUR Future

IN THE LEHIGH VALLEY

ged

WHY TAKE THE GED?

Because you deserve a second chance for a diploma. The tests of General Education Development (GED) were developed by The American Council on Education so that people like you could show they have the skills and abilities expected of a high school graduate. *You might see the GED as a means to a better job, promotion or more income.* Maybe you want to help your kids. You may need it to enroll in college or advanced training. Or, you may just want to prove to yourself that you can do it.

CAN I TAKE THE GED?

Yes, if you are at least 18 years old and not a high school student. Special permission is sometimes given to 16-18 year olds when an employer, school or recruiting officer makes a written request.

WHAT ARE THE TESTS LIKE?

Except for Part II of the Writing Skills Test, which asks you to write an essay, all questions are multiple choice with five possible answers given. The five tests measure your knowledge in:

Writing Skills—Part I: usage (35%); sentence structure (35%); spelling, capitalization, punctuation (30%)—55 items, 75 minutes. Part II: essay, 45 minutes.

Social Studies: history (25%); economics (20%); political science (20%), behavioral science (20%), geography (15%)—64 items, 85 minutes.

Science: life science (50%), physical science (50%)—66 items, 95 minutes.

Interpreting Literature and the Arts: popular literature (50%), classical literature (25%), commentary on literature and the arts (25%)—45 items, 65 minutes.

Mathematics: arithmetic (50%), algebra (30%), geometry (20%)—56 items, 90 minutes.

You can request the test in Spanish or French if that is your first language. You can also request special testing conditions if you are handicapped.

HOW DO I APPLY?

You can take the test at any official center in Pennsylvania. There are five GED Testing Centers in the Lehigh Valley:

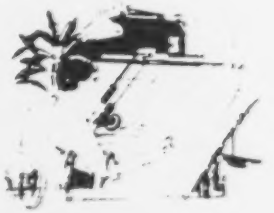
William Allen High School,
Allentown, 820-2352
Catasauqua High School,
Catasauqua, 264-0506
Easton Area High School,
Easton, 250-2496
Lehigh County Vo-Tech School,
Schnecksville, 799-1322
Liberty High School,
Bethlehem, 691-7200

Testing is usually offered once per month but fees, schedules and registration procedures differ for each center. Test fees range from $30 to $40. It's best to call the center of your choice for specific information.

WHAT DOES IT TAKE TO PASS?

In the Lehigh Valley about 70% of the GED test-takers pass without formal instruction. About 95% of those who have attended classes will pass the test. So the chances are very good that you will too.

The minimum passing standard score is a total of 225 and an average of 45 on each test. Scores are mailed to you in 4-6 weeks. If you have passed, you will also receive a Commonwealth Secondary School Diploma. Some local school districts will also give you their diploma upon request.



If you fail, there is no penalty. You may retake the test after 90 days—or sooner if the examiner agrees. Although you need not retake all five tests, it is to your advantage to do so. The highest scores from each test are used to determine the final score.

Help your
- CLIENTS
- CUSTOMERS
- EMPLOYEES

get their **GED!**

just
display
or
distribute
this
FREE
brochure

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ORDER NOW!

Name_____Organization_____

Address_____City_____Zip_____

_____Number of FREE brochures desired (order in multiples of 50, 100 or 1000)

Mail to: Joan Lipiec
Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, PA 18018

BEST COPY AVAILABLE

APPENDIX E

Practice Testing

TRI-CHAMBER GED PROJECT
GED PRACTICE TEST SESSIONS

Date/Time	September 19, 1990 - 9:00 a.m.
Site	Private Industry Council
Location	1601 Union Blvd, Allentown
Contact	Helene Samuels
Telephone	437-5627 ext 328

Date/Time	September 22, 1990 - 8:00 a.m.
Site	Northampton Community College
Location	College Center, Room 220 3835 Green Pond Drive, Bethlehem
Contact	Rosa Bermudez, Theresa Marks
Telephone	861-5427

Date/Time	September 26, 1990 - 6:00 p.m.
Site	Bethlehem Area Public Library
Location	11 W. Church St, Bethlehem
Contact	Karen Gartner
Telephone	867-3761

Date/Time	October 3, 1990 - 1:00 p.m.
Site	Private Industry Council
Location	1601 Union Blvd, Allentown
Contact	Helene Samuels
Telephone	437-5627 ext 328

Date/Time	October 6, 1990 - 8:30 a.m.
Site	YWCA of Allentown
Location	15th St. & Lawrence Avenue
Contact	Front Desk
Telephone	432-6821

Date/Time	October 11, 1990, 6:00 p.m.
Site	Lehigh County Community College, Sovereign Bldg
Location	609 Hamilton Mall
Contact	Carolyn DiGiacomo
Telephone	776-1998

Date/Time	October 16, 1990 - 6:00 p.m.
Site	Pennsylvania Job Center, Bethlehem Office
Location	61 W. Walnut St., Bethlehem
Contact	Diane Bott
Telephone	861-2053

***Practice test signups are handled by each site separately**

BEST COPY AVAILABLE

Bethlehem
area chamber of commerce

459 Old York Road, Bethlehem, PA 18018-5870 (215) 867-3788 • Fax (215) 758-9533

M E M O

TO: GED Practice Test Sites

FROM: Joan Lipiec

DATE: September 20, 1990

SUBJECT: Suggestions for Practice Test Administration

Now that we have one practice test session under our belt, we know a little better what to expect. Here are some ideas for you when you give the test, although you have probably thought of most of them already!

Items needed for the testing

- test booklets
- answer sheets
- answer key
- scoring guide (essay)
- conversion tables
- "Candidate Screening Forms"
- "GED Preparation Choices"
- "GED Practice Test Results"
- pencils
- pens
- scrap paper
- GED brochures
- watch

Advance preparation

If you have never given the practice test, you might want to read the manual. The information concerning scoring of the essay test is particularly important. Sample essays and scores are given to guide you in evaluating the candidates' essays. Please note that it is recommended **two** people read and score the essay independently and their scores be combined for the total. If only one person reads the essay, that score must be doubled. If a person does not write an essay, no score can be given and obviously they would fail the test.

Procedures for testing day

1. Ask each person to fill out a "Candidate Screening Form" (the green sheet). Where possible, determine the person's ability to pay for the test and their motivation level. Please rank them according to the criteria at the bottom of each sheet.

2. Explain the free GED project. Points to remember:
   -people must have registered with a Chamber to participate

TEN YEARS CREDITED

The Lehigh Valley
Where the best get together.

(the green form must be completed)
-the test is given once monthly at five testing centers but will be given free this one time to eligible candidates
-funding for the free testing comes from employers in the valley

3. Explain the GED test:
-sections, time limits
-scoring (emphasize no penalty for wrong answers)
-results & predictability

4. Provide ideas for what to do next. The "GED Preparation Choices" sheet and the brochure both offer ideas for preparing for the test.

5. Have candidates complete the personal information on the answer sheet - make sure their name is recorded also at the top of the essay portion. Begin the test and time the sections. When examinees have completed the Writing Skills portion, separate the essay from the answer sheet and score it while you are waiting for them to complete the remainder of the test.

6. Score the test and use the conversion tables to obtain a standard score. Record standard scores on the answer sheet and the "GED Practice Test Results" form. Complete the remainder of this form. This blue form is for the examinee to keep.

7. Return the green screening forms and the completed answer sheets to me. The latter will be used to as criteria for screening and will be viewed as a positive indication of motivation and ability.

8. Always try to raise examinees self confidence. What they are doing is a very positive step toward improving their future. About 70% of all GED examinees pass the test. Of those who attend classes, 90% pass the test.

9. Offer alternative suggestions for preparing for the test based upon the candidates test results forms. You may wish to hand out the "GED Preparation Choices" sheet and/or the brochures.

10. Advise candidates of the dates and times of free testing during November. Also point out that the test may be taken at any of the centers at any scheduled time for a fee. They will receive formal registration information by mail in several weeks and will be issued a voucher to take to the test site.

Enclosures

Copies of the forms listed above have been included for your convenience. If additional copies are needed, please feel free to make them yourself or to request more.

TRI-CHAMBER GED PROJECT
GED PRACTICE TEST RESULTS

NAME_____DATE_____

To pass the GED test you must have:

-a total of 225 points
-an average of 45 points on all tests
-a minimum of 35 points on each test

Your scores are:

_____Writing Skills Practice Test

_____Social Studies Practice Test

_____Science Practice Test

_____Interpreting Literatur and the Arts Practice Test

_____Mathematics Practice Test

_____Total GED Practice Test Score

_____Average GED Practice Test Score

Did you pass the GED Practice Test? _____yes _____no

Passing the practice test is not a guarantee of passing the official GED test, but it is 90% accurate.

Areas to brush up on for the test:

_____

_____

_____

_____

APPENDIX F

Screening, Registration and Testing Forms

GED INFORMATION

Bethlehem
area chamber of commerce
459 Old York Road, Bethlehem, PA 18018-5870

PURPOSE

A second chance to meet high school graduation requirements.
The Tests of General Educational Development (GED) are developed by the American Council on Education to enable persons who have not graduated from high school to demonstrate the attainment of skills and abilities normally acquired by completing a high school program of study. People typically want a high school credential for employment, promotion, higher education or training, personal satisfaction, financial rewards or to help their children.

ELIGIBILITY

Anyone who can show evidence of state residence, who is not currently enrolled in a licensed secondary school and who is 18 years or older is eligible to take the GED test. People who are 16 to 18 years of age may be eligible if they meet special provisions and have a written request from an employer, a school of higher education, a recruiting officer or a state institutional director. Although a person may be eligible and take the test, no diplomas will be issued until the candidate is 18 and the last high school class has graduated.

TEST DESCRIPTION

Except for Part II of the Writing Skills Test, which requires the writing of an essay, all questions are multiple choice with five possible answers given. The five tests measure a candidate's knowledge in these areas:

Writing Skills - Part I: usage (35%); sentence structure (35%) spelling, capitalization, punctuation (30%) - 55 items, 75 minutes. **Part II:** essay- 45 minutes

Social Studies : history (25%), economics (20%), political science (20%), behavioral science (20%), geography (15%) - 64 items, 85 minutes

Science: life science (50%), physical science (50%) - 66 items, 95 minutes

Interpreting Literature and the Arts: popular literature (50%), classical literature (25%), commentary on literature and the arts (25%) - 45 items, 65 minutes

Mathematics: arithmetic (50%), algebra (30%), geometry (20%) - 56 items, 90 minutes

Special editions of the test are available under certain conditions. Spanish and French editions may be taken on request by candidates whose first language is Spanish or French. Administration of the test using an audiocassette, braille, large print or other modified test conditions is possible when written requests are made and professional verification of need is provided.

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APPLICATION AND TESTING PROCEDURES

Five official GED Testing Centers have been authorized in the Lehigh Valley. They are located at

William Allen High School, Allentown
Catasaqua High School, Catasaqua
Easton High School, Easton
Lehigh County Vocational Technical School, Schnecksville
Liberty High School, Bethlehem

Candidates may take the test at any center. Registration, fees and procedures differ slightly from center to center. It is best to contact the center of choice in advance. An individual may take the test at any center within the state.

SCORES, REPORTING AND DIPLOMAS

In order to pass the GED, an applicant must have a total standard score of 225, with an average standard score of 45 on all five tests. No subtest standard score may be lower than 35. Everyone receives a score report, usually within 4-6 weeks of testing. All those meeting the test requirements will receive a Commonwealth Secondary School Diploma. Some school districts also issue a local diploma.

RETESTING

Anyone not earning the required scores may retake the test after 90 Days (or sooner at the discretion of the test center examiner). Although an applicant need not retake the entire test, it is recommended they do so. The highest scores from each test will be used to establish the final score.

PREPARATION

In the Lehigh Valley, about 70% of the GED test takers will pass the test without formal instruction. About 95% of those who have participated in classes will pass the test.

An official practice test is available which simulates the GED and is an accurate predictor of who will pass the test. Most programs and some test centers will give and score this practice test at no charge. It takes just over 3 hours.

Adult education programs are sponsored by local school districts, community colleges, vocational-technical schools, community organizations and employers. A list of these programs for the Lehigh Valley is available from the Chamber of Commerce upon request.

Private study is possible for many by purchasing study materials at bookstores or reviewing them at the public libraries.

Additional educational programs may become available. Check with the local Chamber or program of your choice.

Bethlehem
area chamber of commerce

459 Old York Road, Bethlehem, PA 18018-5870 (215) 867-3788 • Fax (215) 758-9533

M E M O

TO: Staff of Allentown, Bethlehem and Two Rivers Chambers of Commerce

FROM: Joan Lipiec

DATE: June 22, 1990

SUBJECT: GED Testing Project

Our free testing program is proceeding as planned. All Chambers have received background information on the project and the test itself.

Enclosed is the contact record I mentioned would be developed to keep track of calls. One person has received an original- please make copies as needed. I will be asking you to mail these to me every Friday beginning in August. For any calls that occur between now and then, please:

-give what information you can
-be sure to get telephone and address information (don't forget zip!) and record it on the sheet
-advise the caller that most programs are closed for the summer
-give referral numbers as appropriate
-indicate that we will contact them in August with more information

One final note. Our planning committee met recently and decided to develop a screening device (questionnaire) as the best way to determine eligibility. Most likely I will either a) train one person at each site to do the screening, or b) give you a referral number where screening can occur.

Thanks for your cooperation and support.

The Lehigh Valley
Where the best get together.

PROVIDER: _____

CONTACT RECORD

Date	Name Address Telephone	How heard of test										Disposition				Follow-up	
		Employer	Agency	School	Friend/Rel	Newspaper	Radio/TV	Poster	Flyer	Brochure	Other	Oral Info.	Mailing	Referral Provider	Center	Type Needed	Date Comp.

TRI-CHAMBER GED PROJECT
Candidate Screening Form

Date_____ Chamber/Provider_____
Time_____ Staff Member_____

Name_____Telephone (w)_____(h)_____
Address_____City_____Zip_____
Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 12+

What is your job status?
___unemployed, not looking
___unemployed, looking
___employed employer_____position_____
___retired
___disabled

How do you feel you would benefit from taking the GED test?
What do you expect to happen if you pass?
___get a job
___get a better job
___internal promotion
___get more training/education
___serve as better model for children
___personal satisfaction
___other (list_____)

Why do you want to participate in this particular free testing?

How do you plan to prepare for the test? What assistance might you need?

___test descriptions
___class or study program information
___testing schedules
___practice test session
___location of study materials

___reading
___language (structure)
___language (writing)
___math

Candidate Rating (3=high 2=medium 1=low 0=not determined)

___ personal motivation ___willingness to prepare
___ability to pass test ___career/job need
___financial need

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area chamber of commerce

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M E M O

TO: GED Candidates

FROM: Joan Lipiec, Workforce Education Coordinator

DATE: October 15, 1990

SUBJECT: Free GED Testing, November 10-17, 1990

Thank you for inquiring aobut the "free" GED testing project sponsored by the three Lehigh Valley Chambers of Commerce. The cost of testing during this special, one-time project is being supported by area companies who want to help their own employees or others to improve basic skills. The enclosed article will explain the project and the brochure will give you general information about the GED.

Please be awaare that the GED test is offered monthly, **for a fee**, at five different locations in the valley. If you are not particularly interesed or ready for the November test, the brochure lists who to contact for regular monthly testing or classes.

If you do wish to be eligible for the "free" test, you must complete the enclosed green "Candidate Screening Form" and return it to the Bethlehem Area Chamber of Commerce (address above) no later than October 26, 1990. In filling out the form, please:

1. complete the information only to the dotted line
2. explain under the third question why the cost of the test would be difficult for you to pay
3. make sure to answer every question

The sooner you return the form, the more likely there will still be space available for you. In fact, slots have already closed at William Allen High School in Allentown.

During the week of October 29, you will receive a letter indicating your eligibility status and providing additional instructions. GOOD LUCK!

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Where the best get together.

Bethlehem
area chamber of commerce

:59 Old York Road, Bethlehem, PA 18018-5870 (215) 867-3788 • Fax (215) 758-9533

M E M O

TO: GED Candidates

FROM: Joan Lipiec, Workforce Education Coordinator

DATE: October 26,1990

SUBJECT: Free GED Test Week

Congratulations! You have been authorized to take the one-time "free" Ged Test at **Liberty High School on November 17, 1990.** This large scale project has never been tried before in Pennsylvania. Your cooperation will be necessary to make it a success.

In order to be admitted to the test site on that day, you must have a Certificate of Eligibility. You may pick up your certificate on **November 5th between 6:30 and 7:00 p.m. in the Main Office of Liberty High School** (1115 Linden Street, Bethlehem).

During this meeting you will register for the GED test and receive further instructions and information for the test day. At that time you will also receive your certificate. The registration will take about 30 minutes.

You **must** attend this registration if you plan on taking the free GED test. **No one else can register for you. You must also bring picture identification** (driver's license, welfare card, etc.) If for some important reason you cannot attend, contact the Bethlehem Chamber of Commerce, 867-3788, for further instructions.

This is a big step for all of us. On behalf of the community supporters, the three Chambers of Commerce and our corporate sponsorship, we applaud you for taking this opportunity to enrich yourself. We wish you the best of luck and success.

TEN YEARS
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M E M O

TO: All GED Examinees
FROM: Joan Lipiec, Project Coordinator
DATE: November 5, 1990
SUBJECT: How Free Testing Was Made Possible

The cost of your test has been paid for by a company or foundation, which is probably a member of one of the Lehigh Valley Chambers of Commerce. It's purpose in funding candidates was to help improve the skills of the Lehigh Valley's workforce.

A short note of thanks from you to them would be greatly appreciated and might help make this opportunity available for others in the future. Your reasons for wanting to get your high school diploma would be of great interest to them.

Your supporter's name is listed on the Certificate you received and a set of names and addresses is listed below. You may write directly to the person at the company or you may send the letter to me at the above address and I will make sure it is forwarded.

Ann Taylor
Adams Foundation
202 W. 4th Street
Bethlehem, PA 18015

Danielle Reinard
Binney & Smith
1100 Church Lane
Easton, PA 18044-0431

Judy Chase
L.V. Child Care
1600 Hanover Ave.
Allentown, PA 18103

Susan Reinke
Allentown/LV Hospital Ctr
P. O. Box 689
Allentown, PA 18105

Edward Kozlowski
Burron Medical, INc.
824 - 4th Avenue
Bethlehem, PA 18018

Hank Tolotti
Meridian Bank
Hamilton Mall & 7th
Allentown, PA 18101

Elaine Larish
AT & T
55 Union Blvd.
Allentown, PA 18103

William Kuhnsman
Crowder, Jr.
1818 Vultee Street
Allentown, PA 18105

Maria Davis
Oats II
P. O. Box 1429
Bethlehem, PA 18016

Michele Kostem
Bethlehem School District
1516 Sycamore Street
Bethlehem, PA 18018

Thomas Dondore
The Greif Companies
939 Marcon Blvd.
Allentown, Pa 18001

Robert Spillman
Spillman Farmer Arct
One Bethlehem Plaza
Bethlehem, PA 18018

Thomas Stephens
Beth. Hearing Aid Ctr.
20 E. Broad Street
Bethlehem, PA 18018

Rebecca Stanley
Lehigh Valley Bank
65 E. Elizabeth Avenue
Bethlehem, PA 18018

Joan Leonard
Stanley-Vidmar
11 Grammes Road
Allentown, PA 18103

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Where the best get together.

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LEHIGH VALLEY TRI-CHAMBER GED PROJECT

INSTRUCTIONS FOR GED EXAMINEES

Congratulations on deciding to take the GED test on **Saturday, November 10, 1990 at Lehigh County Vocational Technical School.** Your continued cooperation will be necessary to make this "one time free GED Test" a success. The following should make your test experience easier.

1. Report to the **Main Office** at Lehigh County Vo-Tech at or before **8:00 a.m. BE PROMPT.** Park in front of the Vo-Tech or in the Community College's parking lot.

2. You **must bring with you:**

-the Eligibility Certificate which you picked up today
-i.d. with your picture and signature (use the same i.d. which was accepted when you registered)
-two #2 pencils (soft lead) and a pen

3. Budget your time wisely. If you choose, you may take a break between tests, but limit these to five minutes. Allow 30 minutes for lunch and plan to bring your own lunch and a beverage.

4. The entire test takes just under eight hours, but no one is expected to answer all the questions. When you are not sure of an answer, guess - there is no penalty for wrong answers.

5. Your test results will be mailed to you by the Pennsylvania Department of Education within eight weeks. Please do not call the centers, since they will not have any information.

November 10, 1990 is the only day for free testing. If for some reason you cannot test that Saturday, you can call the testing center (799-1322) and schedule yourself for another test date, however you must then pay the center's fee.

BEST OF LUCK AND SUCCESS!!!

Bethlehem
area chamber of commerce

459 Old York Road, Bethlehem, PA 18018-5870 (215) 867-3788 • Fax (215) 758-9533

November 20, 1990

Dear GED Candidate,

Thank you for your interest in the free GED testing program sponsored in November by the Chambers of Commerce in the Lehigh Valley. We regret that we are unable to fund your test at this time for the following reason:

_____your registration and/or newspaper form was received too late to process

_____information obtained in the screening and preparation process indicated that you would need more study/preparation in order to pass the test

_____you do not meet the age minimum to take the GED

_____you decided to pay for and take the test on your own

Don't let this hold you back... you know how important a diploma is! You took the first step, now take the next one. You can do it. Get a GED preparation book at the bookstore or library... sign up for a class...or sign up to take the test if you feel you are now ready. The enclosed brochure gives you specific information about how to get your GED.

Remember the GED test is given **monthly** at five different locations in the Lehigh Valley for $25-$35. The brochure tells you how to make arrangements. If money is a real problem, ask the program or testing center if any scholarship funds are available.

We wish you the best of luck in reaching your goals.

Sincerely,

Joan K. Lipiec
Workforce Education Coordinator

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GED TEST BOOKLET EXCHANGE

TEST CENTER Liberty High School

Date_____Time_____

Recipient_____

Number of Tests Received_____

Test Booklet Number Sequence:

_____

_____

Date_____Time_____

Recipient_____

Number of Tests Received_____

Test Booklet Number Sequence:

_____

_____

APPENDIX G

Recognition Ceremony

Bethlehem
area chamber of commerce

459 Old York Road, Bethlehem, PA 18018-5870 (215) 867-3788 • Fax (215) 758-9533

December 18, 1990

Dear GED Examinee,

It gives me a great deal of pleasure, especially during this holiday season, to inform you that you **PASSED** the GED test given during the week of November 10th. Congratulations!

We are planning a special Recognition Ceremony for you and the 117 others who successfully passed the test. At that time you will receive your official certificate. You are welcome to invite family members and friends to this ceremony. Please call us at 867-3788 prior to January 15th to advise how many will be attending.

The ceremony will be held at Moravian College's Foy Auditorium at 7:00 p.m. January 24, 1991. First Lady of Pennsylvania, Mrs. Ellen Casey and Dr. John Christopher of the Pennsylvania Department of Education, as well as other local officials, will be there to honor your accomplishment.

A map to Moravian's Church Street campus is included in the enclosed brochure. The best place to park is under the Hill-to-Hill Bridge. Please plan to arrive no later than 6:30 p.m. that evening. We will be assembling the GED grads as a group in the front rows so that they can easily move across the stage at the appropriate time.

All graduates names will be published in the program, unless specifically requested otherwise. If, for some reason, you cannot attend, you will need to make alternate arrangements with me to obtain your certificate.

Sincerely,

Joan K. Lipiec

Joan K. Lipiec
Workforce Education Coordinator

TEN YEARS ACCREDITED

The Lehigh Valley
Where the best get together.

Allentown-Lehigh County Chamber of Commerce
Bethlehem Area Chamber of Commerce
Two Rivers Area Chamber of Commerce

cordially invite you to a

Recognition Ceremony

honoring graduates of the
Tri-Chamber Corporate Sponsored GED Testing Project

January 24, 1991
7:00 p.m.

Foy Auditorium
Moravian College, Church St. Campus
Bethlehem, Pennsylvania

Honored Guests
Mrs. Ellen Casey, First Lady, Commonwealth of Pennsylvania
Dr. John Christopher, Chief of Adult Basic & Literacy Education,
Pennsylvania Department of Education

R.S.V.P. to Bethlehem Chamber of Commerce, 867-3788, by January 15

Bethlehem
area chamber of commerce

LEHIGH COUNTY
ALLENTOWN CHAMBER OF COMMERCE

Two Rivers Area
Commerce Council

Bethlehem
area chamber of commerce

LEHIGH COUNTY
ALLENTOWN-
CHAMBER OF COMMERCE

Two Rivers Area
Commerce Council

Tri-Chamber Corporate Sponsored

GED Recognition Ceremony

January 24, 1991
7:00 p.m.

Foy Auditorium
Moravian College, Church St. Campus
Bethlehem, Pennsylvania

PROGRAM

WELCOME, INTRODUCTIONS

Mr. Kenneth Oaks, President
Bethlehem Area Chamber of Commerce

CONGRATULATORY REMARKS

Dr. John Christopher, Chief
Division of Adult Basic and Literacy Education
Pennsylvania Department of Education

Mrs. Ellen Casey, First Lady
Commonwealth of Pennsylvania

PRESENTATION OF CERTIFICATES

Mr. Louis DeLorenzo
Coordinator of Adult Education, Allentown School District

Mrs. Christina Mondschein
GED Chief Examiner, Catasauqua School District

Mr. Jay Schuler
Director of Evening Programs, Bethlehem Area School District

Mr. Joseph Smar
Supervisor of Pupil Services
Lehigh County Vocational Technical Center

Mr. Stephen Viglione
Coordinator of Adult Education, Easton Area High School

SCHOLARSHIP AWARDS

Mr. Richard Cost
Vice President for Institutional Advancement
Moravian College

Dr. Joyce Morgan
Dean of Community Education
Northampton Community College

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1990-91 GED GRADUATES

Albert, Stacey
Ardle, Jr.,Robert
Armstead, Cheryl
Attrell, Larry
Binder, Susan
Bossert, Robert
Bruer, Melissa
Brunstetter, Don
Butz, Janet
Carnwath, David
Castellucci, Marian
Clark, Maria
Coll, Christine
Colon, Milton
Colon, Wilda
Colver, Maxine
Creswell, Scott
Crinita, Joseph
Crommie, LuAnn
Delgado, William
Dennon, Joel
Dodson, Debbie
Donahue, Jason
Edelman, Barbara
Elliott, Eddie
Engleman, Janet
Farr, Forrest
Fenstermaker, Thomas
Ferraro, Alice
Fragano, John
Geller, Jennie
Getz, Colleen
Gold,Jr., William
Green, Deborah
Gregg, Wanda
Gremlich, Jeffrey
Haas, Anthony
Hallet, Doris
Halpin, Tammy
Halpin, Theresa
Halpin, Tina
Hanlon, Micheal
Hanna, Jill
Harper,Jr., Dean
Heist, Sally
Henninger, Willard
Herod, Claudette
Hill, Deveen
Hoffman, Sandra
Horst, Brenda
Howard, Laurey
Huffman, James
Hunsberger, Joy
Jones, Pat
Keller, Pauline
Kester, Patricia
La Mont, Ronald
Lahr, Bob
Liberto, Maria
Lilly, Donna
Luckey, Christopher
Marsh, Robert
Mast, John
Matinchek, Wattana
Matura, Joan
Medelo, Michael
Merkle, Billie Jo
Mersino, Deborah
Miller, Ellen
Miranda, Michelle
Mondillo, Anthony
Morales, Jacqueline
Morgan, George
Moy, Mark
Nagel, Diana
Nagle, Mary
Nagy Jr, James
Naugle, James
Newhard, Danton
Nieves, Orlando
O'Rourke, Tammy
Otero, Bernardo
Paine, Terry
Pavlick, Gary
Ransom, Joedy
Reis, Wanda
Remaley, Tara
Remaly, Kyle
Riso, David
Ritter Jr, Donald
Rodriguez, Alexis
Rodriguez, Carmelo
Rosario, Cindia
Roth, Nancy
Rubino, Luigi
Ruh, Gary
Ruiz, Brenda
Sacks, Anna
Schantz, Lisa
Scott, Tracy Lee
Sigafoos, Daniel
Sipple, Kristan
Smith, George
Solano, Louis
Spengler, Thomas
Strohl, Trudy
Sutphen, Micheal
Sweeney, Edward
Tillman, Ann
Trautman, Ben
Treese, Denise
Webbe, Robert
Wible, Anita
Wible, Erik
Williams, Andrea
Williams, Geneva
Williams, Teresa
Wright, Marvin
Zavada, Beverly
Zavar, Sue
Zieminsky, Bee
Zink, Edward
Zweifel, Karen